

# **MUNICIPALITY OF THE COUNTY OF ANTIGONISH**

## **ASSET MANAGEMENT AGENDA**

**Tuesday, September 11, 2018, 5:30 pm**

**Council Chambers**

**Municipal Administration Building**

**285 Beech Hill Road**

**Beech Hill, NS B2G 0B4**

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- 1. Call to Order – Chairman, Councillor Bill MacFarlane**
  - 2. Approval of Agenda**
  - 3. Approval of July 17, 2018 Asset Management Minutes**
  - 4. Business Arising from the Minutes**
  - 5. Presentations**

- a. Department of Municipal Affairs - Asset Management Data Collection Pilot

Staff from the Department of Municipal Affairs will provide the Committee with an overview of the Asset Management Data Collection Pilot.

- 6. Continuing Business**

- a. NS Asset Management Cohort Program

At the July 17th Asset Management Committee meeting, an overview of the NS Asset Management Cohort Program, which is being run by the AIM Network, was provided for the Committee's information. Staff will provide further updates on the progress of the initiative.

- b. Five Year Capital Improvements Plan

Staff has prepared a five year Capital Improvements Plan for consideration and approval by the Committee. Materials for discussion will be provided at the meeting.

- c. Update on Local Improvements By-law Projects

Over the summer, letters were circulated to residents of properties in the areas of the proposed wastewater line extensions on Highway 7 and in South Side Harbour, and the proposed water line extension on Cameron Kinney Hill, to gauge interest in cost sharing under the Local Improvements By-law. The results of these requests for input were as follows:

Southside Harbour Road Sewer Extension: The deadline for property owners to endorse this sewer extension was Friday, August 31. The results are: Yes = 7, No = 10, No Response (which are considered a No) = 8. This project has not met the threshold set for property owner endorsement to proceed. With the Committee's consent, a letter will be sent advising the property owners of this outcome.

Cameron Kinney Hill Water Extension: The deadline for property owners to endorse this sewer extension was Friday, September 7. The results will be reviewed at the meeting.

West River Sewer Extension: The deadline for property owners to endorse this sewer extension was

Friday, September 7. The results will be reviewed at the meeting.

d. J-Class Roads for Cost-Share Program Consideration

Each year the Municipality has the opportunity to apply for 50% cost sharing from the Province for treatment (paving, repaving or chip seal) of J-Class Roads. This application is due by October 31. Some roads that receive upgrades are subject to local improvement charges. The petition for local improvement charges must be complete prior to application to TIR.

Further to a memo circulated by email earlier in August, Council has been asked to identify any J-Class roads that they would like considered for work under this program. To date, two roads have been flagged for consideration: Somers Road for chip-seal, and Havre Boucher Wharf Road for resurfacing. A list of J-Class Roads in the County is attached for reference.

e. Discussion about Trunk 4 and Beech Hill Road Intersection

An opportunity for staff to provide any updates received from the Department of Transportation and Infrastructure Renewal regarding the study and improvement of this intersection.

**7. New Business**

a. KAW Developments Ltd. Request

A request has been received from KAW Development Ltd. regarding sanitary sewer lines for their property on South River Road. A copy of the letter, as well as a survey plan, is attached for reference.

**8. Additions to the Agenda**

**9. Adjournment**

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

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

**CODES:** BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; *Italics* = Advocacy; Regular Title Case = Operational Strategies

# MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

## **Asset Management Meeting Minutes**

Tuesday, July 17, 2018, 5:30 pm  
Council Chambers  
Municipal Administration Building  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4

Present were:	Warden Owen McCarron	Councillor Vaughan Chisholm
	Deputy Warden Hugh Stewart	Councillor Remi Deveau
	Councillor Mary MacLellan	Councillor Bill MacFarlane
	Councillor Donnie MacDonald	
Regrets:	Councillor John Dunbar	Councillor Neil Corbett
	Councillor Gary Mattie	
Staff Present:	Glenn Horne, Clerk-Treasurer	Beth Schumacher, Deputy Clerk

### **1. Call to Order – Chairman, Councillor Bill MacFarlane**

The meeting of the Asset Management Committee was called to order by the Chair, Councillor MacFarlane, at 5:31pm

### **2. Approval of Agenda**

Councillor MacFarlane called for any additions or deletions to the agenda.

**Moved By** Councillor MacDonald

**Seconded By** Councillor MacLellan

*That the agenda be approved.*

**Motion : Carried**

### **3. Approval of May 1st Asset Management Minutes**

Councillor MacFarlane called for any errors or omissions to the minutes of the previous meeting.

**Moved By** Councillor Deveau

**Seconded By** Councillor Chisholm

*That the Asset Management minutes of May 1st be approved as presented*

**Motion : Carried**

4. **Business Arising from the Minutes**

There was no business arising from the minutes.

5. **New Business**

a. **Update on Federal / Provincial Infrastructure Funding Opportunities**

Mr. Horne provided an update regarding funding requests that have been made to various levels of government for capital infrastructure projects, where the response has been that a decision has yet to be made. Warden McCarron provided further details regarding discussions that took place earlier in the day with the Premier at an event. For PCAP, unofficial notification has been received noting that the application made for Appleseed Drive was not successful. Finally, the Municipality was successful in receiving \$10,400 for beautification projects at the pavilion, the landing, and for signage on Highway 337.

b. **Beech Hill Waterline Extension**

Mr. Horne reviewed the summary given in the memo, providing background on the proposed expansion to the project scope for the waterline extension to include the three properties adjacent to the Municipal Office. The property owners have been consulted and are in favour of contributing to the project.

**Moved By** Councillor MacDonald

**Seconded By** Warden McCarron

*The Committee recommends that Municipal Council approve expanding the project scope for the Beech Hill Waterline Extension.*

**Motion : Carried**

c. **Local Improvement Options for West River Sewer**

Mr. Horne reviewed the options that are available for the inclusion of nine (9) e-One pumps that are required as part of the proposed sewer line extension in West River.

A question was asked regarding responsibility for repair and maintenance of the pumps once they are installed. Mr. Horne noted that the options as outlined specify that the responsibility for repair and maintenance after installation would be the responsibility of the property owner. Discussion followed.

Consensus was provided to proceed with Option 3. The next step will be the distribution of information letters with residents, following further consultation with the District Councillor.

d. **Asset Management Cohort Program**

Mr. Horne noted that the Municipality has been accepted into a pilot program with the Province for the Asset Management data collection and condition assessments, as has the Town. The Municipality has also been approached by the Atlantic Infrastructure Management Network (AIM Network), with an invitation regarding further Asset Management information dissemination.

**Moved By** Councillor Deveau  
**Seconded By** Councillor MacLellan

*The Committee recommends that Municipal Council participate in the Asset Management Cohort Program for Nova Scotia Municipalities.*

**Motion : Carried**

**7. Adjournment**

**Moved By** Councillor Chisholm  
**Seconded By** Deputy Warden Stewart

*That the Committee of the Whole meeting be adjourned at 5:59*

**Motion : Carried**

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Warden Owen McCarron

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Glenn Horne, Municipal Clerk/Treasurer

AUTH OS		NAME	CLASS SURF LENGTH FROM			TO	
ANTIGONISH							
451	67	Landing	J	PA	0.20	Route 337	End of Pavement
453	68	Beech Hill	J	PA	0.37	Trunk 4	TCH 104
454	67	Somers	J	CP	0.67	TCH-104 at Post Road	End of Pavement
454	67	Somers	J	CR	1.64	End of Pavement	End of Listing
456	68	Church Street Extension	J	PA	0.48	TCH - 104	Cunningham Road
456	68	Church Street Extension	J	GR	0.78	Cunningham Road	Oostvogels
541	68	Cunningham	J	GR	0.48	Church Street Extension	end of listing
544	67	Old South River	J	PA	0.52	Trunk 4 at MacAmis Bridge	Trunk 4
548	67	Sylvan Valley	J	PA	0.50	Route 245	Vromans
560	68	Willowdale Lane	J	GR	0.34	TCH 104 at West River Bridge	MacKenzies
563	67	John D. MacDonald	J	GR	0.73	Trunk 4 at Greenwold	John D. MacDonalds
566	67	D. MacIsaac	J	PA	0.23	TCH 104 at Post Road	End of Pavement
566	67	D. MacIsaac	J	GR	0.32	End of Pavement	Brierly Brook
569	67	Gilfoy	J	GR	0.53	Williams Point Road	End of listing extension
570	67	Arbor Drive Extension	J	PA		Antigonish Town Line	End of Listing
571	67	Highland Drive Extension	J	PA	0.17	Antigonish Town Line	Townsend Street
575	68	West River Cross	J	GR	0.39	West River Road	Lower West River Road
578	68	Whisper Avenue	J	GR	0.38	West River Cross Road	Wild Horse Drive
581	67	Murphy	J	GR	0.28	Pleasant Valley Road	End of listing
582	68	Wild Horse Drive	J	GR	0.26	West River Cross Road	Whisper Ave
583	68	Chisholm Drive	J	CR	0.15	Trunk 7	Heritage Drive
584	68	Ponderosa Drive	J	CR	0.32	Chisholm Drive	Heritage Drive
586	69	Cape Jack Wharf	J	CP	1.01	Cape Jack Road	The Wharf
587	67	Maken	J	GR	0.71	Route 337	End of Listing
588	67	Grandview Drive	J	PA	0.36	Trunk 4 at Greenwold	end of listing
589	67	Mountain View Drive	J	GR	0.57	Pleasant Valley Road	end of listing
590	67	Trotters Lane	J	CR		Arbor Drive Extension	end of listing at Sony's
591	68	Tamara Drive	J	PA	0.41	Trunk 7 at Lochaber Road	end of listing
592	68	Heritage Drive	J	CR	0.38	Chisholm Drive	Ponderosa Drive
593	67	Mount Cameron Circle	J	GR	0.11	Route 337 at Bethany Hill	Ant. Town Line
593	67	Mount Cameron Circle	J	GR	0.04	Ant Town Line	end of Listing
594	69	Angus MacQuarrie Drive	J	PA	0.50	TCH 104 at Lower South River	end of listing
597	67	Brierden Court	J	GR	0.19	Brierly Brook Road	end of Listing
606	68	Addington Lane	J	GR	0.55	West River Road	Stora Depot
610	67	Old Route 245	J	PA		Route 245 at Sylvan Valley	Old Bridge Site
610	67	Old Route 245	J	PA	0.18	Old Bridge Site	Clydesdale Road
643	67	Sylvan Valley Lane	J	PA	0.23	Sylvan Valley Road near 245	Sylvan Valley Road
651	67	Trinity Lane	J	GR	0.30	Trunk 4 at Greenwold south	End of listing
652	67	Townsend Street	J	PA	0.10	Highland Drive Extension	Pottery Lane
652	67	Townsend Street	J	GR	0.06	End of pavement	Pottery Lane
653	67	Pottery Lane	J	GR	0.60	Townsend Street	End of listing at Lynch's
			TOTAL		16.04		

**From:** Neil Corbett  
**Sent:** August 24, 2018 8:35 AM  
**To:** Glenn Horne  
**Subject:** RE: J-Class Roads

Morning Glenn;

In response to your email regarding the J class road up grades. Our community has been struggling with the use of the Cape Jack Beach access. The Cape Jack Wharf Rd. is a short branch off the Cape Jack Rd. that allows access. The road is falling apart along the shoulders with several pot holes. The community is working towards forming a committee that is working to try and establish provincial park status for the beach. We are requesting from the government assistance in creating proper access, parking and picnic tables. The beach is extensively used by the community but also summer tourists throughout the summer months. Through the summer there is always summer travelers that camp over night at the beach.

Cape Jack Beach is number 4 on the list of Antigonish County Beaches in the "County Connect" brochure, so it would be great if at least the road accessing it, along with the several homes on it, have a proper finished road!

The beach is used by locals & tourists all summer and the road has lots of traffic on it, so I'm asking if it can be one considered for the upgrade.

Thanks, Neil



# KAW Developments Ltd.

2975 Hwy 7  
Antigonish, NS B2G 2L3  
902-863-8961

September 4, 2018

Municipality of the County of Antigonish  
285 Beech Hill Road  
Antigonish, Nova Scotia  
B2G 0B4

Mr. Glenn Horne

RE: South River Road Lot Design

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Thank you for taking time to listen to my concerns regarding the sanitary sewer lines for our property on the South River Road.

As discussed, our initial plan was to utilize the services of Maritime Directional Drilling to minimize the impact on existing infrastructure and lands. However, upon further review of the sewer lines we have realized the direct sewer services to individual lots is not possible.

- \* Lot 1, 2 and 3 are unable to be serviced because there is only a force main in front of each lot.
- \* Lot 4 and 5 have gravity sewer on the other side of the road but are not deep enough to enable gravity sewer services to be drilled due to the insulation requirements.

After discussions with Antigonish County public works staff and STRUM Engineers, it seems our only option is to bring a larger 8 inch pipe line across the road at Lot 6. This will then result in the requirement for a new sewer main that will service all six building lots.

There is interest from several parties in purchasing these building lots and we would appreciate you taking the time to review this plan for servicing the lots to determine if council would be willing to assist with the financial burden.

The attached price is an estimated cost for the service crossing the road as well as the supply and install of a new manhole to collect several sewer lines. The drilling prices are based on a quote obtained from Mike McCarron at Maritime Directional Drilling.

If you have any questions, we can meet to discuss this more at your earliest convenience.

Look forward to hearing from you.

Ian MacNeil

Ian MacNeil, Owner  
KAW Developments Limited  
ian.macneil@outlook.com

# KAW Developments Limited

2975 Hwy 7 Tel: 902-863-8961  
Antigonish, NS Fax: 902-863-0802  
B2G 2L3

## QUOTATION

**Quotation For:**

Municipality of the County of Antigonish  
285 Beech Hill Road  
Antigonish, Nova Scotia  
B2G 0B4

Quote Number: 201804  
Quote Date: September 4, 2018

Project: South River Road  
Service Installation

Description	Qty	Unit	Unit Price	Subtotal
8" Pipe Materials				\$4,776.00
8" Drilling	25	m	\$180.00	\$4,500.00
Traffic Control				\$1,000.00
Excavation & Backfill				\$1,500.00
Connection to Manhole				\$500.00
New Manhole Supply & Installation				\$5,000.00
STRUM Design & Engineering				\$2,000.00
6" Drilling	25	m	\$135.00	\$3,375.00
6" Pipe Materials				\$2,500.00

**Notes:****Terms:**

- Quotation is valid for 30 days from above date.

<b>Subtotal</b>	\$25,151.00
<b>15% Tax</b>	\$3,772.65
<b>Total Quote</b>	\$28,923.65

To accept this quote please sign, date and return by fax (902-863-0802) or email [ian.macneil@outlook.com](mailto:ian.macneil@outlook.com)

Will act as permission from you to proceed with the work at the above quoted price. By accepting this quote you are agreeing to the terms and conditions as noted.

Acceptance Signature

Date:

