

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

ASSET MANAGEMENT AGENDA

Tuesday, December 4, 2018, 5:30 pm

Council Chambers

Municipal Administration Building

285 Beech Hill Road

Beech Hill, NS B2G 0B4

1. Call to Order – Chairman, Councillor Bill MacFarlane

2. Approval of Agenda

3. Approval of November 13, 2018, Asset Management Minutes

4. Business Arising from the Minutes

5. Continuing Business

a. Update on Asset Management Cohort Program Workshop #2

Mr. Horne will provide an update on the activities of the second workshop of the Asset Management Cohort program. Please see the workshop agenda attached.

b. Update on the Asset Management Condition Assessment Pilot Project

Mr. Myers will provide the Committee with an update.

c. Review of Capital Priorities

Staff will provide the Committee an update on existing infrastructure priorities and open files.

6. New Business

a. Investing in Canada Infrastructure Program

The Minister of Municipal Affairs has issued notice that it will be accepting applications to the ICIP from December 3, 2018 - January 18, 2019, in the Green - Environmental Quality stream (see the attached letter for additional details). Staff have begun to prepare materials for Council's consideration in making application to this fund.

b. Asset Management Policy Amendments

Through the Asset Management Cohort Program, amendments to the Municipality's Asset Management Policy are being proposed. Please see the draft policy amendments attached.

7. Additions to the Agenda

8. 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

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, November 13, 2018, 5:30 pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were:	Warden Owen McCarron	Councillor Remi Deveau
	Deputy Warden Hugh Stewart	Councillor John Dunbar
	Councillor Mary MacLellan	Councillor Gary Mattie
	Councillor Donnie MacDonald	Councillor Neil Corbett
	Councillor Vaughan Chisholm	Councillor Bill MacFarlane
Staff Present:	Glenn Horne, Clerk-Treasurer	Allison Duggan, Director of Finance
	Beth Schumacher, Deputy Clerk	Daryl Myers, Director of Public Works

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

Approval of Agenda

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

Moved By Deputy Warden Stewart

Seconded By Councillor MacDonald

That the agenda be approved as presented.

Motion Carried

Approval of October 2nd Asset Management Minutes

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

Moved By Councillor MacLellan

Seconded By Councillor Corbett

That the Asset Management minutes of October 2nd be approved as presented

Motion Carried

Continuing Business

Asset Management Cohort Program Update

Mr. Horne provided a general overview of the cohort program workshop that was held, earlier in the month. Another workshop meeting is scheduled later this month in Port Hawkesbury, with the municipal working group meeting later this week. Completed materials from these workshops will be brought to the next Asset Management for review by the Committee.

Asset Management Pilot Program Update

Mr. Myers provided an update on the data collection efforts that are underway as part of this program. Piping infrastructure is complete, and inventory on roadways is underway. The inventory work includes visual inspections and survey work. Discussion followed.

New Business

Harbourview Drive

Mr. Horne provided an overview of the location of Harbourview Drive and the background of the stormwater and pavement concerns. DTIR would repave and add curb and gutter from the intersection with 337 to the boundary of the Town line, and then turn this J-Class Road over to the County.

Harbourview Drive, which is a County Road, is being brought forward for consideration for the County to improve, to keep it at the same standard as the section of Mount Cameron Circle J-Class Road that is under consideration above.

Discussion followed about the use of Local Improvement Charges; because there is no increase in service level, no Local Improvement Charge is proposed.

Moved By Councillor MacDonald

Seconded By Deputy Warden Stewart

The Committee recommends that Municipal Council approve the terms set out by the Department of Transportation and Infrastructure Renewal for the section of Mount Cameron that is a J-Class Road, between Highway 337 and the Town of Antigonish boundary.

Motion Carried

Moved By Councillor MacDonald

Seconded By Councillor Mattie

The Committee recommends that Municipal Council approve proceeding with paving and installing curb and gutter along Harbourview Drive.

Motion Carried

Instant Feedback Speed Sign

Mr. Horne provided an update on the Municipality's instant feedback speed signs that are currently in use around the County. There are more advanced signs that are available that could provide instant feedback on the speed, as well as additional information.

Mr. Myers and Councillor MacDonald provided further information about the unit in consideration and the potential benefits of it. Councillor MacDonald has also reached out to DTIR, who have a unit, but installation arrangements with their staff may pose challenges. Discussion followed.

Moved By Councillor MacDonald

Seconded By Councillor Deveau

The Committee recommends that Municipal Council approve the purchase of an instant feedback speed sign up to a cost of \$6500.

Motion Carried

Adjournment

Moved By Councillor Deveau

That the Committee of the Whole meeting be adjourned at 6:08pm.

Motion Carried

Councillor Bill MacFarlane

Glenn Horne, Municipal Clerk/Treasurer



Asset Management Cohort Program Organizational Capacity Building Workshop Two – Level of Service

A G E N D A

Time	Topic
9:30 – 9:45	<i>Welcome & Workshop Objectives</i>
9:45 – 10:00	<i>Overview of LOS</i>
10:00 – 11:00	<i>LOS Template introduction Corporate Commitment Service Areas and Assets Service Characteristics</i>
11:00 – 11:15	<i>Break</i>
11:15 – 12:30	<i>Documenting Level of Service Commitments</i>
12:30 – 1:00	<i>Lunch</i>
1:00 – 2:00	<i>Evaluating Service Levels</i>
2:00 – 2:45	<i>Developing your LoS Action Plan</i>
2:45 – 3:00	<i>Break</i>
3:00 – 3:45	<i>Prioritizing & Reporting</i>
3:45 – 4:00	<i>Wrap-up, Deliverables & Next Workshop</i>

Consolidated Infrastructure Inventory				
Project #	Year	Project Name	Description	Cost Estimate or Actual
1		Cunningham Road Water Externsion	To provide water services to residents of Cunningham Rd	\$206,000
2		Williams Point Water Extension	To provide water services to residential and commercial property and open area for development	\$638,303
4	2014/15	Beech Hill Road Sewer & Water Extension	Extension of services along Beech Hill Road connecting existing services at Beech Hill & Trunk 4 to the new Hwy 104	\$559,573
NA	2013/14	Trunk 7 Sidewalk Extension	Extension of the sidewalk along Trunk 7 from Greenhill Estates to West River Bridge	\$75,541
NA	2014/15	Cloverville Watermain Replacement, Phase II	Improvement for water quality	\$309,854
NA	2014/15	Governors Lane Watermain Replacement	Improvement for water quality	\$148,114
NA	2015/16	Antigonish Arena Floor Replacement	Replacement of the slab floor at the Antigonish Arena. Proposed design details available in Dec. 12, 2014 memo from CJ Mac & Tender docs.	Total = \$1,200,000 Fed = \$250,000 Prov = \$25,000 Town = \$462,500 Mun = \$462,500
8	2011/12	Somers Rd Waterline Extension	Extend water to residents of Somers Rd	\$600,000
9	2011/12	Brierly Brook Waterline	At the completion of the agreement with the Town, a connection will have to be made to the Post Rd.	\$1,200,000
NA	2016/17	Solar PV System at Municipal Office		
10	2016/17	Water Metering Program	Full system metering for customers of the Fringe and LSR Water Utilities - primarily residential.	\$767,000
NA	2017/18	Ponderosa & Heritage Drive Repaving	J-Class Road	\$73,500
NA	2018/19	West River Cross Road Paving	J-Class Road	\$95,000
NA	2018/19	Old South River Road Repaving	J-Class Road	\$71,000
NA	2018/19	Antigonish Arena Parking Lot Repaving		\$100,000
NA	2018/19	Canada 150 Pavillion		
NA	2018/19	Beech Hill Road Sewer & Water Extension v2	Extension of water & sewer to public works & municipal office; water to adjacent properties.	

Complete

Active

Unsuccessful

No Action

11	2017/18 or later. Phased.	Fringe Fire Flow Upgrades / System Expansion	Upgrade flows in the Fringe Area. An ICI Study and update of the proposed plan is being completed from 2015-17. Once this work is completed we will be better positioned to provide a recommendation.	\$5,500,000
12	2011/12	St. Andrew's Sidewalks / Wide Shoulder		NA
13	2011/12	Brierly Brook / Addington Forks Sewer Extnesion	Sewer Extension	NA
14	2012/13	Post Road - Somers Rd Sidewalks	Extended from the intersections of Post Road / Appleseed Drive	\$333,000
15	2012/13	Heatherton Farm Road Sewer	Sewer extnesion along Farm Road	\$150,000
16	2012/13	North Grant Water	Project amended from water and sewer to just water; shortened from the trailer park to Lower Noth Grant	\$600,000
17	2012/13	Tracadie Sewer Treatment and Collection	Provide sewer services to the residents of Tracadie	\$1,570,000
18	2012/13	West River Road Sewer Extension	Sewer Extension	\$1,125,000
19	2015/16	Alex Terrace Paving	Paving of Alex Terrace & Florence Circle.	\$134,419
21	2012/13	Cameron Kenny Hill Waterline	Water extension	\$305,000
22	2013/14	Silver Birch Water & Sewer Extension	Extension of services	\$220,800
23	2013/14	Landry's Loop South River Waterline	Water extension	\$160,000
24	2013/14	South Side Harbour Sewer Extension	Phase 1 - Gravity; Phase 2 to Village Lane	\$1,600,000
25	2013/14	Bayfeild Rd/West Arm Sewer	Provide sewer services to the residents	\$550,000
26	2013/14	Roman Valley / St. Andrews Water & Sewer Extention	Extension of services	\$245,000
29	2013/14	Route 337 Sewer Extension	Sewer extension to Dale Archibalds	\$124,000
30	2013/14	Skateboard Park		\$700,000
31	2013/14	Old #4 Sewer Extension	Sewer extension	NA
32	2013/14	Havre Boucher Sewer Extension	Extended sewer services to the Old Frankville Rd	NA
33	2013/14	Crocket Country Sidewalks		NA
34	2013/14	Lanark / Harbour Centre Waterline	Water extension	NA
35	2013/14	Lochaber Road Water reallocation	Water extension	\$300,000
36	2013/14	Lochaber Road Sewer reallocation	Sewer extension	\$172,000
38	2013/14	Addington Forks Sewer Line	Provide sewer services to residents	\$41,300
40	2013/14	Lower South River Waterline Replacement		\$90,000
42	2013/14	Highway #7 to Ashdale Waterline	Water extension	\$2,500,000
43	2013/14	Highway #7 to VanHeightens Farm Waterline	Water extension	NA
44	2013/14	Spruce Lane Water & Sewer	Service extension	NA
45		Greenwold Drive Beautification	Extend sidewalks from Beech Hill Rd to Williams Point Rd.	NA

46	Mount Cameron Curb & Gutter	Extend curb and gutter from Mount Cameron Circle to Harbour View Drive and Harbour View Crescent.	\$131,223
47	Route 337 Sidewalk	Sidewalk extension along Hwy 337 from Town boundary to second Mount Cameron Entrance	NA
48	St. Joseph's Water Utility Expansion	Expand water services to a larger area of the community	\$1,200,000
49	South River Road Watermain Replacement	Replace existing watermain	\$757,900
50	Antigonish Court House	Capital upgrades or other options	\$240,000
51	Pomquet Sewer System Improvements	Upgrades to improve the sustainability of the system	\$500,000
52	Appleseed Drive Curb & Gutter	Curb & Gutter along the residential strip of Appleseed.	\$201,533
53	Sylvan Valley Sewer Line Replacement	This section of line is demonstrating significant infiltration.	\$810,000



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

NOV 22 2018

Dear Mayors and Wardens:

Re: Call for Applications - Investing in Canada Infrastructure Program (ICIP)

The Department of Municipal Affairs, on behalf of the Province of Nova Scotia, is administering the Investing in Canada Infrastructure Program (ICIP).

I am pleased to announce that the Department of Municipal Affairs will soon be accepting applications under the Green – Environmental Quality Stream of the ICIP.

All projects submitted under the Green – Environmental Quality Stream must meet the relevant requirements below:

- Wastewater Projects must result in wastewater effluent that meets the *Wastewater Systems Effluent Regulations*.
- Drinking water quality following completion of a drinking water Project must meet or exceed provincial standards.
- Solid waste diversion Projects must result in a measurable increase in the quantity of material diverted from disposal as measured against a baseline using the *Generally Accepted Principles for Calculating Municipal Solid Waste System Flow*.

Applications will be accepted between **December 3 and January 18, 2019**. I would encourage you and your councils to consider potential projects for submission.

Further details regarding the application process will be sent to your CAO/Clerk in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chuck Porter'.

Chuck Porter
Minister of Municipal Affairs

c CAOs, Clerk/Treasurers

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	A Policy to Provide Direction on Matters Related to Asset Management
POLICY NUMBER:	41
DATE APPROVED:	July 25, 2017 (#2017-098)
DATE REVISED:	

1. TITLE:

- 1.1. This Policy may be cited as the “Asset Management Policy” of the Municipality of the County of Antigonish.

2. PURPOSE:

- 2.1. The purpose of this policy is to consider regulatory requirements, long-term community objectives, and financial impacts on future generations and full life-cycle costs of asset ownership in making decisions about infrastructure priorities.
- 2.2. This policy derives authority from Sections 23 (1)(c), 24 & 48 of the Municipal Government Act.

3. DEFINITIONS

- 3.1. “Asset ~~& Capital Asset~~” means municipal infrastructure, systems, facilities and equipment.
- 3.2. “Asset Management” means the process of making decisions about the use and care of infrastructure to deliver services for current and future needs;
- 3.3. “Asset Management Plan” means a structured approach to asset management that balances expenditure with service levels, performance, and risk;
- 3.4. “Life-cycle cost” means consideration of all costs including design, construction, commissioning, operating, maintaining, repairing, modifying, replacing and decommissioning/disposal of physical and infrastructure assets;
- 3.5. “Municipality” means the Municipality of the County of Antigonish.

4. SCOPE:

- 4.1. This policy applies to assets owned and managed by the Municipality. It does not extend to assets under the care and control of inter-municipal organizations to which the Municipality is a party or assets under lease to other organizations.

4.5. POLICY:

- 4.1.5.1. Asset management plans will be developed for major service / asset categories, including water, waste water & transportation.
- 4.2.5.2. All relevant legislative requirements will be considered in asset management.

~~4.3.5.3.~~ Political, social and economic environments will be considered in asset management plans and practices.

~~4.4.5.4.~~ Asset management plans will be informed by Council policy and priorities, land use plans and long range financial plans.

~~4.5.5.5.~~ Asset management principles will be integrated throughout planning and operational processes.

~~4.6.5.6.~~ Asset renewals and service levels will be identified in asset management plans.

~~4.7.5.7.~~ Annual budget deliberations will be informed by consideration of new capital assets, asset renewal options, along with associated operating, maintenance and capital budget impacts.

~~4.8.5.8.~~ Asset Management Plans will be used to update the long-term financial plan.

~~4.9.5.9.~~ The Municipality shall make informed and sustainable decisions based on life-cycle costs of capital investments.

~~4.10.5.10.~~ The Municipality will pursue best practice in asset management when appropriate.

~~4.11.5.11.~~ The Municipality will report the performance of the asset management program to taxpayers annually.

~~5.6.~~ ROLES AND RESPONSIBILITIES

~~5.1.6.1.~~ Municipal Council will:

i) Determine service levels that balance cost, risks, affordability, legislative requirements and community interest.

~~ii)~~ Adopt policies and ensure that sufficient resources are applied to manage the publicly owned assets;

~~iii)~~ Incorporate the Asset Management Policy into both its strategic planning and long-term financial planning process;

~~iv)~~ Approve plans and budgets associated with the management of the Municipality's assets.

~~v)~~ Provide community input into the asset management process.

~~5.2.6.2.~~ Municipal Staff will:

i) Work collaboratively to develop plans and budgets for the management of the Municipality's capital assets;

ii) Maintain an inventory of assets by major service / asset category;

iii) Assess the condition, use and performance of municipal assets;

iv) Maintain assets to provide the identified service level and dispose of assets; and

- v) Develop guidelines and practices for the management, financing and operation of current and future assets and the delivery of services.

6.7. ASSET MANAGEMENT COMMITTEE

6.1.7.1. Municipal Council hereby establishes the “Asset Management Committee” (hereafter referred to as “the Committee”) as a standing committee of Municipal Council.

6.2.7.2. Municipal Council exercises its roles and responsibilities for asset management through the Committee.

6.3.7.3. The mandate of the Committee is to discuss, consider, advise and make recommendations to Municipal Council concerning asset management and asset management planning.

6.4.7.4. The Committee consists of all members of Municipal Council and membership on the Committee automatically extends to members without the necessity of formal appointment. Membership automatically terminates upon termination of a person’s status as Municipal Council member.

6.4.1.7.4.1. The Chair of the Committee shall be selected from among the members.

- i. In the absence of the Chair the Deputy Chair shall so serve. The Deputy Chair shall be selected in the same manner as the Chair.

6.4.2.7.4.2. The Committee will be supported by the Municipal Clerk Treasurer, the Director of Public Works and the Director of Finance.

6.4.3.7.4.3. A Secretary for the Committee shall be arranged by the Municipal Clerk Treasurer.

6.5.7.5. The Committee shall meet on the first Tuesday of September, October, November, January, March & May. Additional meetings may be convened as deemed necessary by the Chair in consultation with the Municipal Clerk Treasurer.