

**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**

**ASSET MANAGEMENT AGENDA**

**Tuesday, January 8, 2019, 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 December 4, 2018 Asset Management Minutes
  4. Business Arising from the Minutes
  5. Continuing Business

- a. Consideration of Investing in Canada Infrastructure Program (ICIP) Applications

As noted at the December 19, 2018 Asset Management Committee meeting, applications to the Green Infrastructure stream of the Investing in Canada Infrastructure Program (ICIP) is due by January 18, 2019. Staff will provide an update on materials prepared to date for Council's consideration.

6. New Business  
There is no new business.
7. Additions to the Agenda
8. Adjournment

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

<b>COUNCIL PRIORITIES</b>	
<p><b><u>NOW</u></b></p> <ol style="list-style-type: none"> <li>1. <b>BROADBAND PROPOSAL: Agreement</b> – Jan.</li> <li>2. <b>INTERNET SERVICE: Business Case</b> – March</li> <li>3. <b>CELLULAR SERVICE: Business Case</b> – May</li> <li>4. <b>NEW BUSINESS PARK: Options</b> – June</li> <li>5. <b>REN STRATEGY: Review</b> – Mar.</li> </ol>	
<p><b><u>NEXT</u></b></p> <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>	<p><b><u>ADVOCACY/PARTNERSHIPS</u></b></p> <p><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></p>
<b>CLERK TREASURER</b>	<b>FINANCE</b>
<ol style="list-style-type: none"> <li>1. <b>REN STRATEGY: Review</b> – Mar.</li> <li>2. <b>INDUSTRIAL PARK –LAND AD, SALE &amp; NEW BUSINESS PARK: Options</b> - June</li> <li>3. 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>1. INFRASTRUCTURE FUNDING: Plan – Jun</li> <li>2. Water Meter System: Integration</li> <li>3. 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>
<b>PUBLIC WORKS</b>	<b>RECREATION</b>
<ol style="list-style-type: none"> <li>1. SEWER TREATMENT: Assessments &amp; Problem ID – Sept.</li> <li>2. WATER SYSTEM: Assessment – Mar.</li> <li>3. 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>1. Active Transportation: Action Plan – April.</li> <li>2. MPAL: Recreation Plan – June.</li> <li>3. Part Time Staff Leadership Program – April</li> <li>4. Support Community Initiatives – Jan 2019 <ul style="list-style-type: none"> <li>• Recreation for All Program – Jan 2019</li> </ul> </li> </ol>
<b>SUSTAINABILITY</b>	<b>PLANNING</b>
<ol style="list-style-type: none"> <li>1. ACCESSIBILITY: Audit – Mar.</li> <li>2. Emergency Business Continuity Plan – May.</li> <li>3. 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>1. EASTERN ANTIGONISH PLAN REVIEW – Sept.</li> <li>2. <i>Civic Address Internal Audit</i> – April</li> <li>3. 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>
<b>ADMINISTRATION</b>	<b>ADMINISTRATION</b>
<ol style="list-style-type: none"> <li>1. <b>BROADBAND PROPOSAL: Agreement</b> – Jan.</li> <li>2. <b>INTERNET SERVICE: Business Case</b> – March</li> <li>3. <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>1. GUYSBOROUGH: Collaboration – Mar.</li> <li>2. TOURISM Review/Scan – Mar.</li> <li>3. 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

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# MUNICIPALITY OF THE COUNTY OF ANTIGONISH

## Asset Management Meeting Minutes

Tuesday, December 4, 2018, 5:30 pm  
Council Chambers  
Municipal Administration Building  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4

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

Staff Present: Glenn Horne, Clerk-Treasurer  
Shirlyn Donovan, Strategic Initiatives  
Coordinator  
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 5:32pm.

### **Approval of Agenda**

Councillor MacFarlane called for any additions or deletions to the agenda. Councillor MacFarlane added Side Walk on South River Rd.

**Moved By** Councillor MacDonald

**Seconded By** Councillor Deveau

*That the agenda be approved as amended.*

**Motion Carried**

### **Approval of November 13, 2018, Asset Management Minutes**

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

**Moved By** Councillor Dunbar

**Seconded By** Councillor MacLellan

*That the Asset Management minutes of November 13, 2018 be approved as presented*

**Motion Carried**

## **Business Arising from the Minutes**

There was no business arising from the minutes.

## **Continuing Business**

### **Update on Asset Management Cohort Program Workshop #2**

Mr. Horne provided an update on the second workshop of the Asset Management Cohort program. Number one take away is that our service levels should be documented. Goal is to choose 5-10 services and document level of service commitments and then keep building over time.

### **Update on the Asset Management Condition Assessment Pilot Project**

Mr. Myers updated that they are still in the data collection phase but are getting closer.

### **Review of Capital Priorities**

Mr. Horne reviewed the existing infrastructure priorities and open files. Mr. Horne updated on active files:

- Fringe Fireflow Upgrades/System Expansion
- North Grant Water
- Cameron Kinney Hill Waterline
- Skateboard Park
- Mount Cameron Curb and Gutter
- St. Joseph's Water Utility Expansion
- Antigonish Court House
- Pomquet Sewer Improvements
- Sylvan Valley Sewer Line Replacement

Councillor MacFarlane asked if we looked at any other options than a tower on Post Road. Mr. Myers explained that they are looked at looping the whole post road area to Hwy 7.

## **New Business**

### **Investing in Canada Infrastructure Program**

Mr. Horne updated the Committee that the ICIP call for applications will be accepted between December 3rd and January 18th, 2019. Each municipality will be limited to two applications for funding. Mr. Myers is working on getting some estimates together and then Council will have to rank the projects to see which ones will be applied for.

Councillor MacDonald wanted to formalize that the North Grant Waterline Extension and Water Looping Project be the ones that are applied for.

### **Asset Management Policy Amendments**

Mr. Horne reviewed proposed amendments to the asset management policy.

Councillor MacFarlane asked how much staff effort would be required to determine service levels. Mr. Horne stated that the plan is to pick a small number of services and document the service levels.

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

*The Committee recommends that Municipal Council approve the Asset Management Policy as Presented.*

**Motion Carried**

**Additions to the Agenda**

**Sidewalk on South River Road**

There is about 30ft of sidewalk that is out on South River Road. Councillor MacFarlane would like staff to call some contractors and get some prices and take to e-poll.

**Adjournment**

**Moved By** Councillor Chisholm

*That the Committee of the Whole meeting be adjourned at 6:11pm*

**Motion Carried**

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Councillor Bill MacFarlane

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Glenn Horne, Municipal Clerk/Treasurer