

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

ASSET MANAGEMENT AGENDA

Monday, January 27, 2020, 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 December 3, 2019 Asset Management Minutes
4. Business Arising from the Minutes
5. Continuing Business
 - a. Local Improvements By-law Updates - West River Cross Paving & Beech Hill Road Waterline
 - b. 2019/20 Capital Update
 - c. Consideration of the 2020/21 Capital Plan
6. New Business
7. Additions to the Agenda
8. In Camera Items
9. Adjournment

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

Asset Management Meeting Minutes

Tuesday, December 3, 2019, 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 Neil Corbett
Councillor Bill MacFarlane

Regrets: Councillor Gary Mattie

Staff Present: Glenn Horne, Clerk-Treasurer
Beth Schumacher, Deputy Clerk
Allison Duggan, Director of Finance
Daryl Myers, Director of Public Works

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 5:30pm.

Councillor Corbett joined the meeting at 5:27 pm.

2. Approval of Agenda

Councillor MacFarlane called for any additions or deletions to the agenda. Warden McCarron asked to add one item regarding the new roadway in the East Gate Business Park. Councillor MacFarlane Asked to add a matter regarding a water line.

Moved By Councillor MacDonald

Seconded By Councillor Corbett

That the agenda be approved as amended.

Motion Carried

3. Approval of October 29, 2019 Asset Management Minutes

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

Moved By Councillor Deveau
Seconded By Deputy Warden Stewart

That the Asset Management minutes of October 29, 2019 be approved as presented

Motion Carried

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Continuing Business

a. Update on 2019/20 Capital Program

Mr. Myers provided an update on the North Grant waterline and the Church Street looping project. Mr. Horne spoke to construction timelines and plans to deal with weather if that becomes an issue. Updates were also provided regarding a proposed extension to the North Grant Waterline, and upgrades to the pumps at the lift stations in Mount Cameron.

Moved By Councillor MacDonald
Seconded By Deputy Warden Stewart

The Committee recommends that Municipal Council approve the replacement of two sewer pumps in the lift stations in Mount Cameron.

Motion Carried

b. Courthouse Repairs Update

Mrs. Schumacher provided the committee with an update on the repair work being planned and done at the County Court House. The items outlined in the agenda were reviewed; discussion followed. Staff will provide further updates early in the New Year.

c. Review of Draft 2020/21 Capital Program

Mr. Horne provided a preliminary 2020-2021 capital plan for the consideration, listing a number of projects that are being considered for the upcoming fiscal year. Consensus was provided regarding the paving, curb and gutter on proposed paving projects. Further discussion took place regarding the proposed renewable energy projects.

Mr. Horne then presented a memo that outlined the case for constructing a water tower in the area of Post Road and Highway 7. Further discussion took place. Staff will prepare further information for the Committee's information at the next meeting.

d. Resurfacing of a Section of Mount Cameron Circle & Harbourview Drive

This matter was discussed during the update on the 2019/2020 Capital Program.

6. **New Business**

a. **Administrative Office Condenser Unit Replacement Tender Award**

Mr. Horne reviewed the recommendation submitted by the project Engineer and welcomed any questions from the Committee.

Moved By Councillor Deveau

Seconded By Councillor Corbett

The Committee recommends that Municipal Council award the tender for the Municipal Administrative Officer condenser unit replacement to Carmichael Engineering at a bid price of \$71,693 + HST.

Motion Carried

7. **Additions to the Agenda**

a. **New Road in East Gate Ridge**

A request was made to have the Municipality provide some minimal road maintenance in advance of the assumption of the roadway. Following the accident at the intersection of Beech Hill Road and the old highway, when the RCMP were detouring traffic through the roadway, the issue of snow maintenance was highlighted. Discussion followed; staff will follow-up with the developer to discuss.

b. **Salt Springs Waterline**

In the interest of time, this item was referred to the next Asset Management meeting.

8. **In Camera Items**

There were no in-camera items.

9. **Adjournment**

Moved By Councillor Deveau

That the Committee of the Whole meeting be adjourned at 6:36 pm.

Motion Carried

Councillor Bill MacFarlane

Glenn Horne, Municipal Clerk/Treasurer

STAFF REPORT

TO: Asset Management Committee
FROM: BETH SCHUMACHER, DEPUTY CLERK
SUBJECT: **LOCAL IMPROVEMENTS BY-LAW AMENDMENTS; WEST RIVER CROSS
PAVING, BEECH HILL ROAD WATER**
DATE: 2020-01-27

RECOMMENDATION

That the Committee recommend that Municipal Council receive the proposed amendments to a By-law Respecting Local Improvements for First Reading at their February 10, 2020 meeting.

SUMMARY

Two capital improvements projects that have been completed in the County went through the Municipality's Local Improvement Process to impose capital charges as described in the Municipality's Local Improvements By-law. The paving of West River Cross Road and the extension of the municipal waterline on Beech Hill Road are proposed to be added to "Schedule A" of the By-law Respecting Local Improvements. A copy of the by-law can be found on the Municipality's website.

BACKGROUND

The Bylaw takes authority from Section 81 of the Municipal Government Act, which provides that, "... *council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for...*" a variety of capital and other improvements. In short, it permits the Municipality to recoup capital costs from impacted property owners for capital improvements. To summarize from the definition used in the Bylaw, a local improvement is a new or extension to existing water, wastewater, and storm water (curb & gutter) systems, transportation facilities (roads, sidewalk, active transportation routes) or other anticipated capital requirement.

Through the Province's J-Class road cost sharing program, the Municipality was able to work with the Department of Transportation and Infrastructure Renewal to have a section of West River Cross Road repaved. This capital improvement is subject to local improvement charges and went through the required process to impose capital charges as described in the Municipality's Local Improvements Bylaw. A copy of the proposed amendments to "Schedule A" for this project is attached.

Further, when the Municipality extended the water line on Beech Hill Road to the municipal office, the area of extension included several properties beyond the municipal office who, though the process outlined in the Local Improvements Bylaw, agreed to the cost-sharing of a local improvements charge. A copy of the proposed amendment to "Schedule A" for this project is also attached.

Discussion

Section 81 of the Municipal Government Act, *By-law regarding the payment of charges*, allows for a municipality to adopt a by-law imposing, fixing and providing methods of enforcing payment of charges for a variety of capital improvements. Section 81(3) outlines the parameters of such a bylaw, many of which are included in the Municipality's by-law.

Section 4 of the Municipality's Bylaw states the following:

4. Charge Imposed Where a local improvement has been carried out by the Municipality of the County of Antigonish in an area identified in Schedule "A" as amended from time to time, a tax is hereby levied upon every owner of real property situated in whole or in part within the identified area except to the extent that any lot or the owner thereof is totally or partially exempt from tax by provisions in this By-Law or the provisions of Schedule "A".

Based on the Municipal Government Act and the By-law itself, the fixing and enforcement of capital improvement charges requires a by-law amendment. Specifically, amendments to Schedule A to include the West River Cross Paving and the Beech Hill Waterline Extension as improvements for which charges are fixed (Please see Schedule A attached).

Part VIII of the Municipal Government Act, By-Laws, outlines the procedure for consideration and approval of a municipal by-law. Amending a by-law requires the same process, which is:

- First reading of the proposed by-law or amendment (notice; a vote by Council to proceed to second reading is required);
- Published, public notice at least fourteen-days prior to second reading;
- Second reading of the proposed by-law or amendment (consideration of the amendment; a vote by Council to approve the by-law or amendment);
- Publication of the by-law, upon which it has the force of law.

The draft by-law amendments attached would follow this process and permit the fixing of capital improvement charges to the lots identified. It also provides for the fixing of charges for lots created in the future.

NEXT STEPS

First reading of these by-law amendments is anticipated for Monday, February 10th, 2020. Second Reading is tentatively expected for Monday, March 9th, 2020. In addition to published, public notice of the proposed amendments, a letter will be sent to property owners fronting West River Cross Road and the impacted property owners on Beech Hill Road informing them of the process and of the final amount of the capital improvement charge in advance of the second reading. If approved by Council, the amendment would have the force of law upon being advertised the week following the second reading.

BY-LAW NUMBER #01-2020
AMENDING THE BY-LAW RESPECTING
CHARGES FOR LOCAL IMPROVEMENTS

WHEREAS Section 81 of the *Municipal Government Act* provides that a Municipality may make by-laws imposing, fixing and providing methods of enforcing payment of charges for types of local improvements, and

NOW THEREFORE by the Council of the Municipality of the County of Antigonish enacts as follows:

1. That the By-law Respecting Charges for Local Improvements be further amended by adding the following to Schedule "A":

SCHEDULE "A"

2. West River Cross Paving – 2019.
 - a) The project will involve the paving West River Cross Road.
 - b) Properties with the following PID numbers shall be subject to the local improvement charge:
01211085; 10071637; 01211168; 01211093; 01211325; 01211077; 01210905; 01211432; 10103117; 01211101
 - c) The local improvement charge is a flat rate of \$2,200.00 per property.
 - d) Each property owner shall have the option of paying one upfront payment or equal annual installments to a maximum of five years.
 - e) Any property subsequently created fronting West River Cross in the area of the paving described herein is subject to the local improvement charge stated in 1(c) and the terms of payment stated in 1(d).
 - f) The cost of the project shall be subject to an interest rate of 0%.

READ a first time this
Tenth day of February, 2020

READ a second time and passed this
Ninth day of March, 2020

Warden

Acting Clerk-Treasurer

Notice of Adoption Published Date 2020

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

BY-LAW NUMBER #02-2020
AMENDING THE BY-LAW RESPECTING
CHARGES FOR LOCAL IMPROVEMENTS

WHEREAS Section 81 of the *Municipal Government Act* provides that a Municipality may make by-laws imposing, fixing and providing methods of enforcing payment of charges for types of local improvements, and

NOW THEREFORE by the Council of the Municipality of the County of Antigonish enacts as follows:

1. That the By-law Respecting Charges for Local Improvements be further amended by adding the following to Schedule "A":

SCHEDULE "A"

2. Beech Hill Waterline Extension – 2019.
 - a) The project will involve the extension of the municipal waterline on Beech Hill Road.
 - b) Properties with the following PID numbers shall be subject to the local improvement charge: 10058113; 10109015; 01249986
 - c) The local improvement charge is a flat rate of \$2,200.00 per property.
 - d) Each property owner shall have the option of paying one upfront payment or equal annual installments to a maximum of ten (10) years.
 - e) Any property subsequently created fronting Beech Hill in the area of the waterline extension described herein is subject to the local improvement charge stated in 1(c) and the terms of payment stated in 1(d).
 - f) The cost of the project shall be subject to an interest rate of 0%.

READ a first time this
Tenth day of February, 2020

READ a second time and passed this
Ninth day of March, 2020

Warden

Acting Clerk-Treasurer

Notice of Adoption Published Date 2020

2019/20 Capital Priorities						
Immediate Priorities						
Project	Description	Estimate	Funding In Place	Tender	Bid Price	Construction Dates
Fringe Water Utility Upgrades	Pre-Phase - Land acquisition	\$20,000				Jan-20
St. Joseph's Water Utility Expansion	Pre-Phase - Land acquisition	\$20,000				Spring 2020
North Grant Waterline Extension	Extend water service Old 245 to Lower North Grant	\$550,000	\$467,500	Closed	\$757,659	Deferred to 2020
Church Street to Beech Hill Road Looping	Connecting water systems	\$450,000	\$328,500	Closed	\$408,880	Deferred to 2020
Cameron Kenny Hill Waterline	Water extension	\$305,000	\$305,000	Closed	\$303,000	Complete
Skate Park	Partnership with Town, StFX & Community	\$100,000		Closed	\$700,000	Complete
Mount Cameron Curb & Gutter	Extend curb and gutter from Mount Cameron Circle along Harbour View Drive.	\$131,223		Funding Denied		Deferred to 2020
Silver Birch Water Meter	Add meter & chamber	\$60,000			\$60,000	Aug - Oct 2019
Lower South River Well 7 Construction	Adding a new well to the LSR Utility	\$70,000		Underway	\$70,000	Underway
Pomquet Sewer System Improvements	Upgrades to improve the sustainability of the system	\$160,000		Funding Denied		Cancelled
J-Class Road Improvements	Cape Jack Wharf Road	\$170,000	\$95,000	Closed	\$95,000	Complete
Equipment	Little Tractor	\$45,000		Closed	\$29,000	Complete
	Garbage Truck Replacement	\$275,000		Ordered	\$281,000	Feb-20
Municipal Operations	Municipal Office Parking Lot Expansion	\$115,000		Closed	\$94,600	Complete
	Court House Improvements	\$175,000	\$175,000	Deferred		Deferred to 2020
	Municipal Office BAU System Compressor	\$80,000		Closed	\$71,693	Mar-20
Municipal Roads	Burnam Morel Road Improvements	\$10,000		Complete		Complete
	Arbour Drive & Trotters Lane	\$163,000	\$163,000	Closed	\$154,284	Complete
TOTAL		\$2,899,223	\$1,534,000		\$3,025,116	

Draft 2020/21 Capital Plan			
Project	Description	Estimate	Prepare Tenders
St. Joseph's Water Expansion	Land Purchase	\$20,000	
Fringe Water Utility Upgrades	Phase 1 - Post Road Water Tower, Transmission to Trunk 7 & Fisheries to Superstore Looping	\$2,700,000	X
Antigonish Court House	Building Upgrades	\$140,000	
Equipment	1/2 Tonne Pick-Up - Water & Sewer	\$35,000	
Municipal Operations	Accessibility Upgrades		
Municipal Roads	Market Street Repaving		X
	Harbourview Drive & Mount Cameron Circle Repaving, Curb & Gutter	\$280,000	X
J-Class Roads	Somers Road (Chip Seal or Paving)	\$150,000	
	Gilfoy Road (Repaving)		
	Grandview Drive (Repaving)		
	Willowdale Lane (Chip Seal or Repaving)		
Renewable Energy	72kW, 290 Panel, ground-mounted Solar PV System	\$310,000	
Connectivity		\$150,000	
TOTAL		\$3,785,000	

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

REQUEST FOR DIRECTION

TO: ASSET MANAGEENT COMMITTEE
FROM: STAFF
SUBJECT: POST-ROAD WATER TOWER
DATE: JANUARY 27, 2020

SUMMARY

This memo provides the committee with background concerning the need for a water tower in the area of Post-Road & Trunk 7 and a proposed path forward. Staff are seeking direction from the Committee and consensus to move forward as discussed. Staff are proposing that Municipal Council consider completing this project in FY 20/21.

BACKGROUND

The Municipality has been aware of low fire flows in the area of Post-Road, Trunk 7 and surrounding areas since the early 2000s. During this time plans to address these low flows were drafted but not carried out. This proposal to move forward with the construction of a water tower in service of this area comes directly from this earlier work. For a technical summary of the proposed tower and the affects of fire flows in this area, please review the attached April 23, 2019, memo from Strait Engineering to Public Works Director, Daryl Myers.

The proposed tower would be 117 feet tall with a 22.5-foot diameter and 340,000-gallon capacity. We are in the process of acquiring 1/2 acre on which to build the tower. This tower will service 800 existing residences and will provide enough capacity and fire flows for a 20-year residential and commercial build out.

CONSIDERATIONS

This project is designed to address the known issue of low fire flows in this area. This limitation affects commercial development. Currently, the Municipality is highly dependent on the Town water system for pressure and volume of water. Having a water tower providing increased pressure can be considered an investment in economic development.

Municipal staff investigated opportunities to incorporate renewable, energy efficiency and other sustainable measures into this project. Engineering advice on this effort was provided by Hatch Engineering. Municipal staff also followed up with officials from the Federation of Canadian Municipalities and QUEST. Unfortunately, no practical initiatives have come forward.

Future phases to capture maximum benefit of the added storage would include looping of various lines along Trunk 7 (Nova Landing, Keating Court, Tamara Drive and Elliot Lane), replacement of aging lines along Trunk 7 and Post Road, and other opportunities to connect and enhance Crocket Country. These future phases have not yet been costed and would make up a portion of the Municipality's ongoing asset management investments.

BUDGET CONSIDERATIONS

A phased approach to this project is being recommended. The first phase is the most significant, and includes the construction of the water tower, a transmission line to Trunk 7 and a distribution line connection at the Post Road near the Depart of Fisheries Office. This initial phase is estimated to cost approximately \$2.7M. There are two options for funding:

1) Prioritize the Post-Road Water Tower for Other Government Funding

The primary opportunity for other government funding is the Investing in Canada Infrastructure Program (ICIP). If successful, the Municipality could see up to 73% of the total project cost funded by the federal and provincial governments. The remaining project costs could be funded through a combination of reserve funding and utility rates.

Funding for the North Grant Waterline Extension and the Church Street Extension to Beech Hill Road Looping projects were funded through ICIP in 2019/20. There is no timeline available for another offering of the ICIP. As such, the Municipality would have to wait to tender the project until an application was approved. If this project were identified as a or the top priority, it would displace an opportunity for funding for other municipal projects.

2) Fund the Post-Road Water Tower Internally

The Municipality can use a combination of Gas Tax Reserve, Water Utility Reserve, General Capital Reserve and Municipal Finance Corporation (MFC) debt to fund this project. The Municipality has been diligent to build reserve balances to provide the flexibility in making these kinds of significant investments. Allison will attend the meeting to provide an overview of various fund balances and discuss MFC borrowing. If funded internally, the Municipality can manage this project based on its own timelines and it would create an opportunity for another project to be identified for eventual ICIP funding.

NEXT STEPS

At the direction of Council, staff are prepared to move this project forward as follows:

- Incorporate this project in the 20/21 Capital Plan and determine funding model;
- Prepare design drawings; and
- Prepare a tender package.

April 23, 2019

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

ATTENTION: Mr. Daryl Myers
Public Works Director

Dear Mr. Myers;

RE: POST ROAD WATER TANK ASSESSMENT

The Municipality of the County of Antigonish wish to assess the benefit of a water storage tank in the Post Road area with respect to system pressures emergency storage and fire fighting capability. As part of the investigation is the assessment of interconnecting the Post Road area water system with the No. 7 Highway water system.

An earlier assessment (January 24th, 2019 Letter Report) which we carried out determined that the existing booster pumps located on the Post Road could fill a new storage tank which could be located on the highest ground in the area, behind the Walmart building. The booster pumps located on the No. 7 Highway could also be used to fill the tank either instead of the Post Road booster station or in conjunction with it. If it were to be used instead of the Post Road booster station, the fire flows from the Post Road Booster Station back to the Post Road meter would also see improved fire flows instead of the same low values as seen in the following table (nodes 3120, 3122 and 3124).

The previously mentioned letter report recommended that the Municipality have EXP enter into their water system model (Includes Town and County lines) the affect of the proposed tank, the connector line from the Post Road water system to the No. 7 Highway water system and a few waterline looping connections in the No. 7 system.

This was carried out by EXP and the results summarized in the attached table. The table includes the current system pressures, future pressures with new tank, existing fire flows, recommended fire flows, future fire flows, with the tank on line and future with additional line looping (No. 7 Highway area)

.../2

Mr. Myers

April 23, 2019

Post Road							
Node	Location	Existing Static Pressure (psi)		Future Static Pressure (psi)	Req'd. Fire Flow (USgpm)	Existing Fire Flow (USgpm)	Future Fire Flow (USgpm)
		Boosted	Non-Boosted				
3111	Addington Forks	69	36	61	795	239	1032
3116	Addington Forks	77	37	69	795	238	761
3104	Somers Road	68	34	59	795	250	1471
3106	Somers Road	75	41	67	795	250	817
3109	Somers Road	70	37	62	795	232	458
3107	Beaton Court	68	34	59	1190	225	518
3119 C	Kent Building Supplies		38	62	1580	534	2849
3117	Highway #104		46	71	1680	622	1751
903	Highway #104		71	95	1680	711	1251
905		75	42	67	1680	368	1501
3124 C	Appleseed Drive		53	53	1190	428	1750
3120 C			69	69	1190	602	2463
3122 C			56	56	1190	603	1563

Lochaber							
Node	Location	Existing Static Pressure (psi) (Boosted)	Future Static Pressure (psi)	Req'd. Fire Flow (USgpm)	Existing Fire Flow (USgpm)	Future Fire Flow (USgpm)	Looped
24	#7 at Boost	75	95	1680	471	3500	3500
50	Heritage	55	73	1190	387	953	953
2	Ponderosa	55	73	1190	395	1020	1020
42	Keating	73	91	1190	427	2061	2063
51	Keating	62	80	1190	439	1645	1831
44	Tamara Drive	71	89	1190	399	1611	1827
52	Tamara Drive	51	69	1190	351	915	1718
6	Greenhill	67	85	1190	373	1306	1646
3101 C	Trailer Park	72	90	1190	363	1143	1289
3096 C	Trailer Park	58	76	1190	357	1095	1308
8	Parkhurst	52	70	1190	309	826	1550
3100 C	Parkhurst	58	76	1190	278	536	1441
10	Parkhurst	52	70	1190	281	651	1370
46	#7	57	75	795	340	949	1335
47	#7 at Ultramar	52	70	795/1680	264	592	669

.../3

Mr. Myers

April 23, 2019

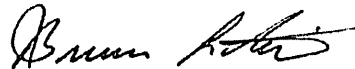
As can be seen in the Table, none of the existing areas in the Post Road zone have fire flows meeting the required fire flows (according to the Fire Underwriters Survey (FUS) publication "Water Supply for Public Water Protection"). With the new tank on line, many of the areas in the zone would have much increased fire flows with most areas meeting and exceeding recommended values.

As with the Post Road area, none of the Lochaber Road area have fire flows meeting the recommended values. When connected to the Post Road system by adding a 12" connector transmission line, many areas get fire flows meeting (or close to meeting) required fire flows. Parkhurst as well as out the #7 Highway to the Ultramar are exceptions with fire flows still very low. When some looping is carried out as per Figure No. 1 attached, only Heritage, Ponderosa and out the #7 Highway do not get recommended fire flows.

After you review the contents of this letter you can touch base with me to discuss the contents and see what you feel the "move forward" approach the Municipality wish to follow.

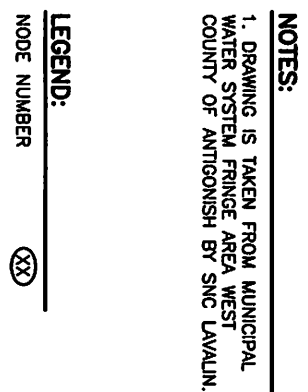
Very truly yours

STRAIT ENGINEERING LIMITED



R. Bruce Latimer, P. Eng.

cc: Mr. Josh Chisholm



STRAIT ENGINEERING LTD. CONSULTING ENGINEERS PORT HARMESBURY, NOVA SCOTIA		DATE: DECEMBER 2018	
CLIENT:		MUNICIPALITY OF THE COUNTY OF ANTIGONISH	
TITLE:		POST ROAD WATER STORAGE TANK	
PROJECT NO.		18-088	
SCALE:		NT.S.	
FIGURE NO.		1	