

**ASSET MANAGEMENT COMMITTEE MEETING MINUTES**

An Asset Management Committee Meeting was held Tuesday, September 5<sup>th</sup>, 2017 at 6:00pm 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 Donnie MacDonald  
  Councillor Vaughan Chisholm  
  Councillor Rémi Deveau  
  Councillor John Dunbar  
  Councillor Gary Mattie

  Glenn Horne, Municipal Clerk/Treasurer  
  Beth Schumacher, Deputy Municipal Clerk  
  Allison Duggan, Director of Finance  
  Daryl Myers, Director of Public Works

Regrets:                           None

**CALL TO ORDER**

The meeting of the Asset Management Committee was called to order by the Chair, Councillor MacFarlane, at 6:12pm.

**APPROVAL OF AGENDA**

*Moved by Councillor MacLellan and seconded by Councillor Mattie that the agenda be approved as presented. Motion carried.*

**REVIEW OF CAPITAL IMPROVEMENT PROJECT LIST**

Mr. Horne began with the viewing of a video produced, which gave an oversight on the importance and function of asset management planning. Following this, Mr. Horne noted the list of capital projects that has been maintained by Council, and how these first Asset Management Committee meetings will “set the table” for the monthly meetings to follow.

Mrs. Duggan then outlined how the structure of the asset management planning will be to set projections for work identified for the first year of a five-year cycle to be “firm”, while the projects identified for the four years to follow are “soft” ; in place to assist with planning for budgets, funding and provincial requirements. An Asset Management Plan is a tool that provides Council with a guide, putting upcoming work and projects on everyone’s radar.

Mr. Myers identified that asset management planning also plays a role in municipal service provision. Primarily, this is through the function of asset management in planning ahead, to avoid service disruptions when scheduled replacement or repair are expected, or when emergency maintenance is required. Mr. Myers used the example of water line looping, explaining how knowing the age,

condition, and location of services can assist staff with identifying opportunities for connections and reinforcements, in order to provide a means of protecting services if a disruption were to occur.

Councillor MacDonald asked about how projects and services would be prioritized in the asset management planning process. Staff responded that a consultant would be engaged to assist with the asset management study and would play a role in assessing how projects are prioritized. During the initial condition assessment stages, water and sewer services would be evaluated first.

Councillor Mattie asked about how projects would be paid for. PCAP and Gas Tax would be two primary sources of funding for these capital projects, while some projects, such as water line looping, could be put forwards to the UARB in the next water rate study as it would be an improvement to the function of the entire utility. Discussion followed regarding curb and gutter provisions, and the possibility for resident hookups to utilities in areas where looping would connect lines.

Councillor MacLellan asked whether “soft” services, such a recreation and cultural facilities (parks and libraries) would be included in the asset management planning. Mr. Horne noted that he would look to the Committee for direction regarding how these topics fit with the Committee’s priorities.

### **CONSIDERATION OF A WATERLINE EXTENSION IN NORTH GRANT**

Staff provided an update on the cost estimate for the proposed water line to the lower end of North Grant; the estimated expense would be approximately \$600,000 for this extension. Discussion followed. Letters to residents, informing them of the estimated cost, would be prepared and distributed to gauge interest in this Local Improvement project.

### **THREE-YEAR COST SHARE AGREEMENT FOR SUBDIVISION STREETS**

Mr. Horne reviewed the proposed agreement from DTIR for the cost-sharing of capital improvements on J-Class Roads. Mr. Horne outlined the similarities and differences between the Municipality’s existing agreement, which expires in March 2018, and the new agreement proposed.

*Moved by Councillor MacDonald and seconded by Councillor Chisholm that the Asset Management Committee recommends that Municipal Council authorize the Warden and Municipal Clerk-Treasurer Glenn Horne to sign cost share agreement #2018-002. Motion carried.*

### **NOTICE OF LOCAL IMPROVEMENT BY-LAW AMENDMENTS**

Mr. Horne reviewed the information memo that was circulated with the agenda, outlining why and how the Local Improvement By-law was to be amended for the Somers Road Waterline Extension. Mr. Horne noted the next-steps to follow once the by-law is reviewed. Discussion followed regarding local improvements charges vs. utility hook-up charges. A suggestion was made to have staff review the utility hook-up charges.

### **WINTER MAINTENANCE OF PONDEROSA, HERITAGE AND CHISHOLM STREETS**

Lead by Councillor MacFarlane, a discussion was held regarding the expense of winter maintenance on Ponderosa, Heritage and Chisholm streets. Mr. Myers provided some clarification and context on past experiences that the municipality has had when assuming maintenance of roads where there are cost-sharing agreements in place. Estimates of cost-sharing expenses per km vs. fully-owned expenses per km were provided by staff. Councillor MacFarlane noted that the enquiry had come from residents on those roads, who were concerned that TIR winter vehicles may damage these newly-paved roads, based on past experiences. Staff was directed to prepare a letter to TIR noting this concern.

**UPDATE ON COUNTY COURTHOUSE REPAIRS & MAINTENANCE**

Mrs. Schumacher provided an update on efforts to find consultants to prepare a condition assessment on the Court House. Quotes are being collected, and will be brought to Council in the form of a staff report at a future meeting. Further, the National Cost Sharing program from Parks Canada is also open, with applications due on October 6<sup>th</sup>. Staff is preparing an application for the division of this program that will provide for assistance with planning documents, which could qualify for up to 50% of the expense, or \$10,000.

**IN-CAMERA: ACQUISITION, SALE, LEASE, AND SECURITY OF MUNICIPAL PROPERTY (ANTIGONISH COUNTY COURT HOUSE)**

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 Deveau and seconded by Deputy Warden Stewart that the Asset Management Committee Meeting be adjourned to an In-Camera Session at 7:14 pm to discuss the Acquisition, Sale, Lease, and Security of Municipal Property. Motion carried.*

*Moved by Deputy Warden Stewart and seconded by Councillor Chisholm that a lease extension with the Department of Justice be signed, subject to the confirmation of appropriate termination clauses protecting the Municipality's interests. Motion carried.*

*Moved by Warden McCarron and seconded by Councillor Dunbar that the In-Camera session be adjourned at 7:29pm. Motion carried.*

**ADJOURNMENT**

*Moved by Councillor Deveau and seconded by Councillor MacDonald that the Asset Management Committee meeting be adjourned at 7:29 pm. Motion carried.*



Councillor Bill MacFarlane, Chair

  
Glenn Horne, Municipal Clerk/Treasurer