

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

**ASSET MANAGEMENT AGENDA**

**Tuesday, October 2, 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 September 11, 2018 Asset Management Minutes**
- 4. Business Arising from the Minutes**
- 5. Delegations**
  - a. Discussion with Local Department of Transportation Team  
  
Basil Pitts and his team will be on hand for their quarterly discussion with the Committee, to review operations over the summer and discussion the upcoming winter season.
- 6. Continuing Business**
  - a. Local Improvement Project Next Steps  
  
A chance for the Committee to receive an update and discuss next steps for the Cameron Kinney Hill water line Local Improvements project.
  - b. Consideration of J-Class Road Cost Sharing  
  
Further to the discussion held at the September committee meeting, staff are bringing forward the application for J-Class Road cost sharing for approval in advance of submitting it to the Province.
- 7. New Business**
- 8. Additions to the Agenda**
- 9. 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></p> <p><i>Long-Term Care Facility Funding (Province)</i></p> <p><i>Aging In Place Program (Province)</i></p> <p><i>NS Broadband Study (Province)</i></p> <p><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

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**Asset Management Meeting Minutes**

Tuesday, September 11, 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 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

Also Present: Jennifer Duncan, DMA  
Tim Barnes, DMA  
Matt Delorme, Hatch  
Ron Dauphane, DMA  
Debbie Nielsen, NSFM

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

2. **Approval of Agenda**

Councillor MacFarlane called for any additions or deletions to the agenda. He added one item, Abandoned Highway, to the agenda

**Moved By** Councillor MacDonald

**Seconded By** Councillor MacLellan

*That the agenda be approved as amended.*

**Motion : Carried**

3. **Approval of July 17, 2018 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 July 17, 2018 be approved as presented*

**Motion : Carried**

**4. Business Arising from the Minutes**

There was no business arising from the minutes.

**5. Presentations**

The team from Municipal Affairs introduced themselves and provided members of the Committee with a kickoff presentation to provide a preliminary overview of the Asset Management Data Collection Pilot project. Key program phases of the Province's Asset Management program were also provided.

The question and answer session included discussions regarding municipal participation being linked to future funding access, advantages to sharing information across the province, and the timing of the phases of the project.

Ms. Duncan and Mr. Delorme were thanked for their presentation, and the others who joined them were also thanked for travelling to be present at the meeting.

**6. Continuing Business**

**a. NS Asset Management Cohort Program**

Mr. Horne provided an update that the Municipality has been accepted into the cohort program, with a kickoff meeting to be scheduled in the near future. Two cohorts are a part of this program: south-west, and north-east; the Municipality is part of the north-east cohort.

The cohort program takes the information gathered in the data collection process to the next step of information sharing and use.

**b. Five Year Capital Improvements Plan**

Ms. Duggan provided an overview of the Capital Investment Plan, which is a guide for anticipated projects over a five year period and a requirement of the province to access Gas Tax Funds. Anticipated projects were reviewed on a year-by-year basis; the Committee was asked for comment as each year was reviewed. The Committee was asked for any revisions or additions to the plan.

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

*That the Committee recommends that Municipal Council approve the Five Year Capital Improvements Plan as presented.*

**Motion : Carried**

**c. Update on Local Improvements By-law Projects**

Mr. Horne provided a review of the three projects that were circulated for sewer and water projects in the Municipality.

Southside Harbour Road Sewer Extension: this project did not meet the threshold for property owner endorsement to proceed. Councillor Deveau requested that this project be permitted to be considered again if there is any significant change in the Local Improvements By-law in the future.

Cameron Kinney Hill Water Extension: of 14 properties, 9 responses and 5 non-responses were received. This provides about 64% approval; 66% (2/3) is the threshold noted in the by-law. Messages have been left with the non-response property owners. Staff can follow-up with the Committee with feedback from those property owners once a response is received.

Discussion followed regarding the mail-out wording; a suggestion was made to require a response and remove the option to abstain.

West River Sewer Extension: 38 properties were contacted; 11 positive responses, 4 negative responses, and 23 non-responses were received. This project did not reach the necessary threshold.

Staff will send letters to all of the affected residents for the projects that did not reach the required threshold, to communicate that the projects will not be proceeding.

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

Mr. Horne requested that the Committee identify any J-Class roads that they would like to put forward for consideration under the province's cost-sharing program. Two roads, Somers Road and the Havre Boucher Wharf Road, have been brought forward so far. An application to the J-Class cost-sharing program will be prepared and brought forward for approval by the Committee.

**e. Discussion about Trunk 4 and Beech Hill Road Intersection**

Councillor MacFarlane noted that no further information or action appears to have taken place with the intersection of concern. There are also concerns with the posted speeds along that stretch. The Committee requested that a letter be prepared and sent to Minister Hines with a deadline for response voicing concern; Warden McCarron will also call Minister Hines.

**7. New Business**

**a. KAW Developments Ltd. Request**

Mr. Horne reviewed a request that the Municipality has received from a developer looking for support to facilitate a connection to the municipal sewer system. Discussion followed regarding precedent and the background of this particular circumstance.

Warden McCarron declared a conflict on the vote, and abstained from voting on the motion.

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

*The Committee recommends that Municipal Council support the request made by Mr. Ian MacNeil, for the Municipality to pay 80% of the cost of bringing sewer services across the roadway to facilitate a connection to those services.*

**Motion : Carried**

**8. Additions to the Agenda**

**a. Abandoned Highway**

Councillor MacFarlane has received a request from a constituent, asking about advocating to have gravel added to abandoned highways. The Committee was asked about their experiences on similar situations. Discussion followed.

**9. Adjournment**

Councillor MacFarlane called for a motion to adjourn the meeting.

**Moved By** Councillor Chisholm

*That the Committee of the Whole meeting be adjourned at 7:13 pm.*

**Motion : Carried**

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Warden Owen McCarron

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Glenn Horne, Municipal Clerk/Treasurer