

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

**Asset Management Committee**

**Tuesday, October 3<sup>th</sup>, 2017**  
**Municipal Administration Centre**

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of September 5, 2017 Asset Management Committee Minutes
- 4) Business Arising from the Minutes
- 5) In-Camera – Acquisition, Sale, Lease and Security of Municipal Property (Wright’s River Aquifer)
- 6) Consideration of a Waterline Extension in North Grant
- 7) Review & Approval of the 2017/18 Capital Investment Plan
- 8) Review of Municipal Water & Sewer Systems
- 9) Update on Sewer Treatment Plant Assessments
- 10) Update on County Courthouse Repairs & Maintenance
- 11) DTIR Cost Share Agreement for Subdivision Streets
- 12) Adjournment

**TO:** COMMITTEE MEMBERS  
**FROM:** STAFF  
**SUBJECT:** **ASSET MANAGEMENT COMMITTEE MEMO**  
**DATE:** OCTOBER 3<sup>rd</sup>, 2017

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**IN-CAMERA – ACQUISITION, SALE, LEASE AND SECURITY OF MUNICIPAL PROPERTY (WRIGHT’S RIVER AQUIFER)**

This subject matter falls within Section 22(2) of the Municipal Government Act as that which a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session. Materials will be provided at the meeting.

**CONSIDERATION OF A WATERING EXTENSION IN NORTH GRANT (For Decision)**

At a previous meeting of Council, Councillor MacDonald requested that staff look into the cost of extending the waterline to the residents on the southern end of the community of North Grant. An update on this project will be provided at the meeting.

**REVIEW & APPROVAL OF THE 2017/18 CAPITAL INVESTMENT PLAN (For Decision)**

Gas Tax Funds are distributed to municipalities in two installments annually. Our municipality will receive just over \$600,000 from Gas Tax Funding in Fiscal 2017/18. Our first installment will be allocated in November 2017 if our municipal unit has met all of the reporting requirements. Our Annual Expenditure Report (AER) has already been submitted to the Province but our Capital Investment Plan (CIP) is still outstanding. A copy of the CIP will be provided for the Committee’s review and approval at the meeting.

The only capital projects on the CIP that are “solid” are the ones listed in Budget Year 1 (Fiscal 2017/18). Those projects have been approved as part of the F17/18 budget so they will proceed as planned. All projects listed in Budget Year 2 – 5 are a **guide** to assist the County for long term capital planning. These projects are estimates and not necessarily capital projects that will proceed. All capital projects are approved as part of the annual operating budget process each year by Council.

**REVIEW OF MUNICIPAL WATER & SEWER SYSTEMS (For Information)**

Maps will be provided to the Committee at the meeting and Daryl Myers, Director of Public Works, will provide a general description of the service area, point out challenges and opportunities, and be available for questions from Committee members. The purpose of this exercise is to build familiarity of committee members with the Municipalities water and sewer systems.

**UPDATE ON SEWER TREATMENT PLAN ASSESSMENTS (For Information)**

An update will be provided by staff at the meeting.

**UPDATE ON COUNTY COURT HOUSE REPAIRS & MAINTANENCE (For Decision)**

In response to previous Committee discussions regarding the County Court House, staff solicited quotes from Architects and Engineers specializing in heritage construction, to undertake a condition assessment and conservation plan for the County Court House structure. Three quotes were received, and are summarized in the attached staff report for the Committee’s consideration.

**DTIR COST SHARE AGREEMENT FOR SUBDIVISION STREETS (For Discussion)**

DTIR has requested that the Municipality submit a prioritized list of street for consideration in the 2018-2019 fiscal year of the cost-share program for subdivision streets. A copy of their letter is attached.

**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.*

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Councillor Bill MacFarlane, Chair

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Glenn Horne, Municipal Clerk/Treasurer

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**REQUEST FOR DIRECTION**

**TO:** Asset Management Committee  
**FROM:** Beth Schumacher, Deputy Municipal Clerk  
**SUBJECT:** *Update on Consulting Quotes for a Building Condition Assessment  
Antigonish County Court House*  
**DATE:** OCTOBER 3, 2017

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**SUMMARY**

As directed by Council, municipal staff solicited quotes from architectural and engineering-based heritage consultants for a condition assessment and some preliminary evaluation of the potential use of the structure if no longer used for a court house. The following report summarizes the results of the quotes received, for Municipal Council's consideration. Staff is recommending that Council proceed with the quote from Heritage Standing Inc. (Tom Morrison), and look to do the work in this fiscal year instead of waiting for Parks Canada Funding.

**BACKGROUND**

*Built in 1855, the Antigonish County Court House was designated as a National Historic Site in 1981 because it is considered to be one of the best examples of the typical mid-19<sup>th</sup> century maritime court house in Nova Scotia. Although it has undergone some modifications, and survived a major fire, the building retains the layout and room functions, as well as the classicized ornamental details on a simple frame, typical of court houses of the period in the province. It continues to serve its original use.<sup>1</sup>*

Over the past three fiscal years, staff has been working with the National Cost Sharing Program, offered by Parks Canada (portfolio includes Heritage), in order to obtain funding to undertake necessary building maintenance on this 162 year old building. The work that was deemed to be necessary was determined using a Building Audit that was prepared in early 2015 by SNL Lavalin. Conditional funding through the federal program was secured in 2016/2017 using quotes from this Building Audit, and that funding was carried over to the 2017/2018 fiscal year as the agreement was received too late in the previous fiscal year to facilitate any exterior work being fully completed.

The nature and pricing of the responses to tender calls for work on the building during the past two construction seasons has raised concern regarding the condition of the heritage structure and whether extensive investment into restorative work is a prudent expenditure of public funds. Further, contractors considering the tender have expressed hesitation and concern without more information regarding the condition of structure beyond the visible exterior damage. Finally, the scope of work and



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<sup>1</sup> Antigonish County Court House Statement of Significance

quotes contained within the 2015 Building Audit do not appear to provide an accurate reflection of work meeting the Standards and Guidelines for the *Conservation of Heritage Structures, 2<sup>nd</sup> Edition*, which is the standard that must be followed in order to access the conditional federal funds.

## CONSIDERATIONS

In early August, staff reached out to three architectural firms that specialize in heritage conservation work, and provided each with a scope of work (Appendix A) for their quote. Based on the discussions with Council, staff requested that quote include:

- An update the 2015 Building Audit; through further discussion with each consultant, they were also asked to base their quote on going into more detail than a general Level 1 assessment, to provide more information on the integrity of the structure and extent of any damage;
- Prioritization of any repairs and replacements that are recommended;
- The provision of Class C cost estimates; and,
- The provision of some preliminary ideas regarding future uses of the building, to help inform a discussion on whether the building's potential warrants extensive investment in repairs now, or if a minimalized maintenance approach should be employed.

The responses received are as follows, presented in the order they were submitted to staff.

### **Jost Architects Ltd. (Annapolis Royal, NS) Harry Jost, B.Arch., NSAA, MRAIC**

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Type of Job:	Conservation Report
Scope of Work:	Review of outstanding reports and documents, user interview, a scan of the building to provide a detailed scalable digital model of the building, architectural, structural, mechanical and electrical assessments, budgets, and priorities.
Cost Quoted:	In the range of \$35,000 + HST
Timeline:	Two (2) months to prepare
Portfolio:	Annapolis Royal Court House (also a National Historic Site); work on court houses in Barrington, Argyle, Lunenburg County, Queens County, West Hants, Kings County, and Digby County.

### **Heritage Standing Inc. (Fredericton, NB) Tom Morrison, PEng, PhD, CAHP**

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Type of Job:	Condition Assessment/Conservation Master Plan
Scope of Work:	Update the prior condition assessment; set future work objectives; provide a conservation master plan with Class "C" cost estimates; identify future use opportunities. Includes site visits (two days on site)
Cost Quoted:	\$18,750 + HST
Timeline:	Scheduling to be done upon acceptance of the proposal
Portfolio:	Beinn Bhreagh Point (Baddeck); Trinity Anglican Church (St. John); Officers Quarters (Fredericton NB); Holy Trinity Anglican Church (Lower St. Mary's).

### **DSRA Architecture (Halifax, NS) Graeme Duffus, NSAA, CAHP, FRAIC**

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Type of Job:	Assessment and Future Planning
Scope of Work:	On-site exterior envelope assessment, including interior review and destructive testing as required, to supplement the 2015 Building Audit. Will include a Conservation Plan, recommendations for priority repair, an estimated timeline for repair and maintenance, and a Class "C" cost estimate.

	Optional second report with conceptual analysis of future potential uses, with SWOT analysis and 10-year planning window.
Cost Quoted:	Exterior envelope assessment - \$7,250.00 Optional future planning report - \$5,000 + Expenses A number of potential reimbursable expenses are also noted (drones, lifts, test holes, consultant services)
Timeline:	Not given
Portfolio:	Old Court House Museum (Guysborough); Halifax Provincial Courthouse; Province House; Lunenburg Academy

### **BUDGET IMPLICATIONS**

Funds in the amount of \$34,500.00 were set aside in the 2017/2018 budget for repairs to the County Court House. If Council wished to postpone undertaking the actual repairs, these funds could be utilized for the condition assessment during this fiscal year.

Alternatively, the same funding program that the Municipality has applied to in the past two fiscal years is accepting applications for the 2018/2019 fiscal year until October 6<sup>th</sup>. Staff is prepared to submit an application for the division of this program that covers preparatory studies and plans at a rate of 50%, up to \$10,000. In order to qualify for this funding, the condition assessment could not take place until the beginning of the 2018/2019 fiscal year. This would result in the possible loss of another construction season for the repairs to take place, as the timeline for the plan preparation would wrap up in June, missing the ideal window for construction tenders and possibly being too late for the construction amounts to be accurately reflected in the 2018/2019 budget.

### **FURTHER INFORMATION REGARDING THE NATIONAL HISTORIC SITE DESIGNATION**

The Antigonish County Court House is designated as a National Historic Site under the [Historic Sites and Monuments Act](#). Unlike properties designated under provincial or municipal legislation, the federal government does not have the legal authority to impose on the property owner the conservation of the site. The federal government takes the approach of utilizing funding to as an incentive for property



owners to follow heritage conservation best-practices, as outlined in the [Standards and Guidelines in the Conservation for Historic Places, 2<sup>nd</sup> edition](#).

Following this guide is not mandatory unless the Municipality wants to access the conditional funding awarded through the cost-sharing grant. The site may, however, be removed from the list of designated sites if its integrity is compromised.<sup>2</sup> The Municipality could use modern construction methods and materials if they chose to renovate the building.

### **NEXT STEPS**

Staff is recommending that Council proceed with the quote provided by Heritage Standing Inc. (Tom Morrison), and have the work done over the winter in order to have the Class “C” estimates for budget and spring construction tenders.

<sup>2</sup> <https://www.pc.gc.ca/en/culture/clmhc-hsmbc/res/faq>

## **PRELIMINARY GUIDE FOR SCOPE OF WORK**

### **CONSERVATION (OR SIMILAR) PLAN**

#### **ANTIGONISH COUNTY COURT HOUSE**

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The following is a general overview of what we are looking for in a plan. In the interest of better informing our decision makers, we are looking for any recommendations for repairs and cost estimates to be provided considering the solution in the following scenarios:

1. Strict adherence to the Standards and Guidelines for the Conservation of Historic Places in Canada, 2<sup>nd</sup> Edition; and,
2. Modern construction methods and materials.

#### Condition Assessment of the Structure

In 2015, the Municipality had a building audit completed for the structure. Some updates have taken place in the building since; a partial roof re-shingling, exterior paint work, and modifications to the building's heating source have occurred in the past two years. An updated assessment of the general building condition is desired.

#### Prioritization of Repairs and Replacements

What work needs to be done to the exterior of the structure on a:

- Immediate (Critical – 1 to 2 year timeline)
- Pending (Necessary in a 3-5 year timeline)
- Long-Term (Ideal, or regular maintenance in 6+ year timeline)

This list should take into consideration repairs that are necessary for maintaining the structural integrity of the building, replacements for components at the end of their functional lifecycles, and upgrades necessary to satisfy safety and accessibility codes/legislation.

#### Estimates for Critical Repairs

In order to better inform our budget and RFP processes, we are looking for, at minimum, Class "C" estimates for any work identified as being necessary in the next two years.

#### Future Opportunities for the Structure

In the interest of looking at our real estate asset with a pro-active lens, the Municipality is interested in exploring ideas, opportunities, and examples of future uses for the building, should the Department of Justice not elect to renew their lease at the end of its term. This evaluation could include a discussion on whether the building's potential warrants extensive investment in repairs now, or if a minimized maintenance approach should be employed.



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## Transportation and Infrastructure Renewal

September 25, 2017

Mr. Glenn Horne  
Clerk/Treasurer  
Municipality of the County of Antigonish  
285 Beech Hill Road, R.R. #6  
Antigonish, NS B2G 0B4

Dear Mr. Horne:

**RE: COST SHARE AGREEMENT 2018-002**

In anticipation of signature of Cost Share Agreement 2018-002, The Department of Transportation and Infrastructure Renewal (TIR) expects to fund, subject to budget approval, the paving, repaving and double chipping of Subdivision streets during the 2018-19 construction season.

Cost sharing, regardless of type of treatment (paving, repaving or double chip), will be fifty per cent for eligible streets (50/50).

If you wish to participate in this program for fiscal year 2018-2019, as per section 3.1 of the new three-year cost share agreement you are requested to submit a prioritized list of streets for consideration on or before October 31, 2017. If an indication of priority is not shown, it will be assumed that the priority will be the order of the list as submitted. The Municipality must indicate the treatment type requested for each street submitted (paving, repaving, or double chip).

The submitted streets will be reviewed to verify eligibility and to determine if the condition of the proposed streets meets the minimum criteria for paving, repaving or double chipping.

Please submit this information to my attention via email, fax or mail as soon as possible to ensure your list will be considered for the upcoming fiscal year.

Please consider your municipality's fiscal funding limitations when preparing your list and limit the list to only the projects the municipality intends to fund in fiscal 2018-19.

Sincerely,

A handwritten signature in cursive script that reads "L. Cunningham". The signature is written in black ink and is positioned above the typed name.

Laura Cunningham  
Capital Program Administration Officer

cc Paul Colton – Construction Manager, Eastern District