

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Asset Management Committee

Tuesday, February 13th, 2018 @ 5:30pm

Municipal Administration Centre

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of December 5th, 2017 Asset Management Committee Minutes
- 4) Business Arising from the Minutes
- 5) Update on Fringe Water System Assessment
- 6) Sewer Activities:
 - Update on Sewer Assessments
 - South Side Harbour Sewer Update
 - Discussion of Frankville Sewer Line Extension
- 7) Preliminary Consideration of Infrastructure Investments in Preparation for the 2018/19 Budget. Direction Required for:
 - North Grant Water
 - Church St – Beech Hill Road Water Service Looping Project
 - Lower South River Well #7
 - Public Works Garbage Truck and Pickup Truck Replacement
- 8) In-Camera – Sale of Municipal Property (Frankville Road)
- 9) Adjournment

COUNCIL PRIORITIES	
NOW	
<ol style="list-style-type: none"> 1. BROADBAND PROPOSAL: Agreement – Jan. 2. INTERNET SERVICE: Business Case – March 3. CELLULAR SERVICE: Business Case – May 4. NEW BUSINESS PARK: Options – March 5. REN STRATEGY: Review – Feb. 	
NEXT	ADVOCACY/PARTNERSHIPS
<ul style="list-style-type: none"> • ACCESSIBILITY: Audit • INFRASTRUCTURE funding: strategy • WATER: Study & Projects • SEWER: Report & Projects • GUYSBOROUGH: Collaboration Meeting • TOURISM PROGRAM: Review 	<i>Broadband System Funding (Province)</i> <i>Senior Care Facility Funding (Province)</i> <i>Aging In Place Program (Province)</i> <i>NS Broadband Study (Province)</i> <i>PFN: CEDI Initiatives</i>
CLERK TREASURER	Finance
<ol style="list-style-type: none"> 1. REN STRATEGY: Review – Feb. 2. INDUSTRIAL PARK –LAND AD, SALE & NEW BUSINESS PARK: Options - Mar. 3. Asset Management System: Phase 1 – June <ul style="list-style-type: none"> • Emergency Management Coordination • Leadership Team Development Program 	<ol style="list-style-type: none"> 1. INFRASTRUCTURE STRATEGY: Priorities – Jun 2. Water Meter System: Integration 3. Landfill Billing System: Review – Mar. <ul style="list-style-type: none"> • Water Utility Rates: Review – Oct. • Internet System: Audit
Public Works	Recreation
<ol style="list-style-type: none"> 1. SEWER TREATMENT: Study – Nov. 2. WATER SYSTEM: Report – Jan. 3. WATER SYSTEM: Upgrades – Jan. 	<ol style="list-style-type: none"> 1. Active Transportation: Action Plan – Jan. 2. MPAL: Recreation Plan – Mar. 3. Community Initiatives – June <ul style="list-style-type: none"> • Recreation for All Program • Part Time Staff Leadership Program
Sustainability	Planning
<ol style="list-style-type: none"> 1. ACCESSIBILITY: Audit – Jan. 2. Emergency Business Continuity Plan – Feb. 3. Renewable Energy: Options – April (Prov.) <ul style="list-style-type: none"> • <i>PFN: CEDI Initiative</i> – April? • Municipal Awareness Strategy 	<ol style="list-style-type: none"> 1. EASTERN ANTIGONISH PLAN REVIEW – Sept. 2. <i>Civic Address Internal Audit</i> – April 3. Amendments – PAC Jan/Feb. <ul style="list-style-type: none"> • Antigonish Affordable Housing (Phase 3) • MacDonald Dairy Warehouse • Levy’s Leather Warehouse
Administration	ADMINISTRATION
<ol style="list-style-type: none"> 1. BROADBAND PROPOSAL: Agreement – Jan. 2. INTERNET SERVICE: Business Case – March 3. CELLULAR SERVICE: Business Case – May <ul style="list-style-type: none"> • Newsletter Review • Online Media Refresh 	<ol style="list-style-type: none"> 1. GUYSBOROUGH: Collaboration – Mar. 2. TOURISM Review/Scan – Jan. 3. Information Technology Strategy – June? <ul style="list-style-type: none"> • Court House: Assessment • Dog Control Program: Review
<small>CODES: BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; Italics = Advocacy; Regular Title Case = Operational Strategies December 2017</small>	

TO: COMMITTEE MEMBERS
FROM: STAFF
SUBJECT: *ASSET MANAGEMENT COMMITTEE MEMO*
DATE: FEBRUARY 13TH, 2018

UPDATE ON THE FRINGE WATER SYSTEM ASSESSMENT

Staff will provide an update on the progress to date for the Fringe water system assessment.

SEWER ACTIVITIES

Mr. Myers will update the Committee on progress to date regarding the sewer system assessments that are underway and/or complete.

PRELIMINARY CONSIDERATION OF INFRASTRUCTURE INVESTMENTS IN PREPARATION FOR THE 2018/2019 BUDGET

As staff begin to prepare preliminary 2018/2019 budget work, direction is being sought regarding larger projects identified by Council and/or staff. Staff has four of these projects ready for preliminary consideration and further direction from the Committee.

ASSET MANAGEMENT COMMITTEE MEETING MINUTES

An Asset Management Committee Meeting was held Tuesday, December 5th, 2017 at 5:30pm 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
Councillor Neil Corbett

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

Basil Pitts, Area Manager, DTIR
Robert (Gussie) MacInnis, DTIR

Regrets: None

CALL TO ORDER

The meeting of the Asset Management Committee was called to order by the Chair, Councillor MacFarlane, at 5:30pm.

APPROVAL OF AGENDA

The following item was added to the agenda:

- In-Camera: Acquisition, Sale, Lease, and Security of Municipal Property

Moved by Councillor MacDonald and seconded by Councillor MacLellan that the agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES

Moved by Councillor Deveau and seconded by Councillor Mattie that the November 14th, 2017 Asset Management Committee minutes be approved. Motion carried.

BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes

SEMI-ANNUAL DISCUSSION WITH LOCAL DTIR REPRESENTATIVES

Mr. Basil Pitts, the new local Area Manager, and his colleague Gussie provided the committee with an overview of preparations for the winter season, and work done on roadways in the area over the past

six months. Mr. Pitts then went through a list of questions and concerns that had been submitted by members of the Committee in advance of the meeting, which included:

- The status of the analysis of the intersections of Highway 4 and Beech Hill Road / Highway 4 and Highway 7
- Taylor Road / Pomquet Lake Road paving status
- Streetlight concerns where Dagger Woods Road was realigned at Highway 104
- Signs identified as missing/in poor repair in District 9
- The condition of shoulders along Highway 7
- The Committee's question about local staffing compliments (whether a supervisor position remains vacant)
- An update on the operation of the call centre now that it's been in operation for a year

Further discussion then took place, including the following concerns/projects/plans:

- Winter works start date (and discussion about the response to weather on November 27th), including staffing readiness and plow compliment;
- Councillor MacLellan's concerns about brush cutting in her district
- What level of detail re: the provincial budget is available for public review
- Guardrail needing replacement at Highway 4 at exit 36A, as well as in Addington Forks
- A slope failure at the Bayfield Wharf (for next summer)
- Further discussion about the chip-seal program (specific mention of Purlbrook Road).

FURTHER CONSIDERATION OF LOCAL IMPROVEMENTS

Further discussion was held with the Committee regarding two issues:

1. What is the best method for looking for improvements and verifying if residents want that improvement; and,
2. What method (or methods) of consultation with residents would the Committee like to use as the Municipality prepares to undertake its next identified local improvement (South Side Harbour Sewer)?

Councillors shared their experiences with different methods of consultation, and how the order in which they used the different methods of gauging interest impacted the feedback and engagement in the project. Consensus of the group was to continue to vary the approach taken, tailoring the methods to the community and project, as well as the strengths of the Councillor. For future projects, staff was asked to consider preparing an information package regarding a project, to be distributed to impacted residents for their review before the Councillor visits them with a petition. Councillor Deveau requested a petition, to take door to door in the area under consideration for the South Side Harbour Sewer.

IN-CAMERA: ACQUISITION, SALE, LEASE, AND SECURITY OF MUNICIPAL PROPERTY

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 Dunbar and seconded by Councillor MacLellan that the Asset Management Committee Meeting be adjourned to an In-Camera Session to discuss the Acquisition, Sale, Lease, and Security of Municipal Property at 6:42pm. Motion carried.

Moved by Councillor Deveau and seconded by Councillor Chisholm that the In-Camera session be adjourned at 6:58pm. Motion carried.

ADJOURNMENT

Moved by Councillor Deveau and seconded by Councillor Chisholm that the Asset Management Committee meeting be adjourned at 6:59 pm. Motion carried.

Councillor Bill MacFarlane, Chair

Glenn Horne, Municipal Clerk/Treasurer