

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

ASSET MANAGEMENT AGENDA

Tuesday, November 13, 2018, 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 October 2nd Asset Management Minutes

4. Business Arising from the Minutes

5. Continuing Business

a. Asset Management Cohort Program Update

Mr. Horne will provide an update to the Committee of the activities being undertaken through the Asset Management Cohort Program. Workshop #1 materials will be provided at the meeting.

b. Asset Management Pilot Program Update

An update will be provided on the identification and condition assessment of the Municipality's linear infrastructure.

6. New Business

a. Harbourview Drive

TIR has estimated it will cost \$120K to repave its part of Harbourview Drive. The Municipality has been informed informally that TIR will repave and add curb and gutter to its section and then formally turn the road over to the Municipality. This requires Council to provide a letter to the Minister indicating we are accepting of those terms.

Additionally, this is an appropriate time to discuss repaving and adding curb and gutter to the Municipality's small section of Harbourview Drive as well, so that the entire thing is done and to the same standard. The Director of Public Works estimates about the same cost for the Municipality's section of road as what is noted above.

b. Instant Feedback Speed Sign

7. Additions to the Agenda

8. In Camera Items

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 that a motion be made to initiate an in-camera session. Materials will follow.

9. Adjournment

STRATEGIC PRIORITIES CHART December, 2017 (amended Mar. 2018)

COUNCIL PRIORITIES	
<p><u>NOW</u></p> <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 – June 5. REN STRATEGY: Review – Mar. 	
<p><u>NEXT</u></p> <ul style="list-style-type: none"> • ACCESSIBILITY: Audit • INFRASTRUCTURE FUNDING: PLAN • WATER: Assessment & Projects • SEWER: Assessment & Projects • GUYSBOROUGH: Collaboration Meeting • TOURISM PROGRAM: Review 	<p><u>ADVOCACY/PARTNERSHIPS</u></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>
CLERK TREASURER	FINANCE
<ol style="list-style-type: none"> 1. REN STRATEGY: Review – Mar. 2. INDUSTRIAL PARK –LAND AD, SALE & NEW BUSINESS PARK: Options - June 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 FUNDING: Plan – Jun 2. Water Meter System: Integration 3. Landfill Billing System: Review – Mar. <ul style="list-style-type: none"> • Water Utility Rates: Review – Oct. • Information Technology Strategy: Sept
PUBLIC WORKS	RECREATION
<ol style="list-style-type: none"> 1. SEWER TREATMENT: Assessments & Problem ID – Sept. 2. WATER SYSTEM: Assessment – Mar. 3. WATER SYSTEM: Upgrades <ul style="list-style-type: none"> • Facilitate Asset Condition Assessments 	<ol style="list-style-type: none"> 1. Active Transportation: Action Plan – April. 2. MPAL: Recreation Plan – June. 3. Part Time Staff Leadership Program – April 4. Support Community Initiatives – Jan 2019 <ul style="list-style-type: none"> • Recreation for All Program – Jan 2019
SUSTAINABILITY	PLANNING
<ol style="list-style-type: none"> 1. ACCESSIBILITY: Audit – Mar. 2. Emergency Business Continuity Plan – May. 3. Renewable Energy: Options – June (Prov.) <ul style="list-style-type: none"> • PFN: CEDI Initiative Next Steps – April • Municipal Awareness Strategy – September 	<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 – Mar. 3. Internet Upgrades – Mar. <ul style="list-style-type: none"> • Court House: Assessment - Mar • Dog Control Program: Review - June

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, October 2, 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

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 5:28pm

2. **Approval of Agenda**

Councillor MacFarlane called for any additions or deletions to the agenda.

Moved By Councillor MacDonald
Seconded By Councillor MacLellan

That the agenda be approved as presented.

Motion : Carried

3. **Approval of September 11, 2018 Asset Management Minutes**

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

Moved By Councillor Dunbar
Seconded By Councillor Corbett

That the Asset Management minutes of September 11, 2018 be approved as presented

Motion : Carried

4. Business Arising from the Minutes

Councillor MacDonald asked for clarification regarding the five year capital improvements plan, and the timing of potential funding from the Province for the 2018 construction season. Councillor MacDonald is looking to update his constituents. Discussion followed.

5. Delegations

a. Discussion with Local Department of Transportation Team

Gus MacInnis attended on behalf of the local DTIR team; Basil Pitts sent his regrets for missing the meeting due to illness. Mr. MacInnis reviewed some of the recent and upcoming projects that are on the radar of the local office. A review of the work done over the summer season was then provided for the benefit of the Committee.

Deputy Warden Stewart brought forward concerns with illegal dumping around the James River overpass ramps. Councillor MacDonald asked for clarification about the washboarding happening on gravel roads; a roller attachment to the graders is being explored. Clarification was requested regarding the process of dealing with tickets that are called in to the Sydney Call Centre. Councillors Deveau, Corbett and Dunbar brought forward some roads of concern in their districts.

Warden McCarron asked for any updates on the intersections of Trunk 4 with Highway 7 and the Beech Hill Road. Discussion followed. The Committee provided consensus to send an invitation to Minister Hines to attend a future Asset Management meeting to discuss roads with the Committee. Councillor MacFarlane thanked Mr. MacInnis for attending the meeting.

6. Continuing Business

a. Local Improvement Project Next Steps

Mr. Horne provided an update on the Cameron Kinney Hill water line extension project. Staff contacted all of the non-respondents; in speaking to one of the property owners, a correction was made to the water systems to recognize that the land already had water. A letter will be sent out to property owners notifying them that this project meets the threshold and will be considered in future capital project planning.

b. Consideration of J-Class Road Cost Sharing

Mr. Horne reviewed the request for identifying J-Class roads for work:

- Somers Road - chipseal
- Cape Jack Wharf Road - resurfacing
- Willowdale Road - upgrade to double chip-seal
- Cunningham Road - upgrade to double chip-seal

Mr. Horne noted that roads identified for upgrades to paving are eligible for Local Improvements; residents can be polled once confirmation is received regarding acceptance to the program.

Moved By Councillor Corbett
Seconded By Councillor Chisholm

The Committee recommends that Municipal Council submit an application to the Province requesting consideration of the following for the 2019/2020 J-Class Road cost sharing program:

- Somers Road - chipseal
- Cape Jack Wharf Road - resurfacing
- Willowdale Road - upgrade to double chip-seal
- Cunningham Road - upgrade to double chip-seal

9. Adjournment

Moved By Councillor Dunbar

That the Committee of the Whole meeting be adjourned at 6:25

Motion : Carried

Councillor Bill MacFarlane

Glenn Horne, Municipal Clerk/Treasurer