

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

ASSET MANAGEMENT AGENDA

Tuesday, April 16, 2019, 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 March 5th, 2019 Asset Management Minutes
4. Business Arising from the Minutes
5. Continuing Business
 - a. Approval of the 2019/20 Capital Plan

Staff is seeking approval of the attached 2019/20 Capital Plan and authorization to advertise tenders.

6. New Business

There is no new business.
7. Additions to the Agenda
8. 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, March 5, 2019, 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 Gary Mattie
Councillor Neil Corbett
Councillor Bill MacFarlane

Staff Present: Glenn Horne, Clerk-Treasurer
Beth Schumacher, Deputy Clerk
Allison Duggan, Director of Finance

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 5:32pm

2. **Approval of Agenda**

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

Moved By Councillor MacDonald

Seconded By Councillor Corbett

That the agenda be approved as presented.

Motion Carried

3. **Approval of January 22, 2019 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 Mattie

That the Asset Management minutes of January 22, 2019 be approved as presented

Motion Carried

4. **Business Arising from the Minutes**

There was no business arising from the minutes.

5. **Continuing Business**

a. **Review of 2019/20 Capital Priorities**

Mr. Horne reviewed the updated Capital Priorities list, providing information about any outstanding amounts, the timing of the ICIP applications, and upcoming tender requests. Discussion followed.

b. **Asset Management Condition Assessment & Cohort Program Updates**

Mr. Horne provided an update on the condition assessment status, and provided information about upcoming meetings with the project team. Mr. Horne also provided an update about upcoming meetings for the cohort program.

c. **Gaspereaux Lake Water System Expansion Update**

Mr. Horne provided an update on the public information meeting that was held earlier in the year, and the work done to date in preparing for the local improvement letters to be distributed to affected property owners. Discussion followed.

d. **Antigonish County Court House Updates**

Mrs. Schumacher provided the Committee with an update on the Antigonish County Court House. Staff had followed-up to see if there was any interest from the Town or the Province in acquiring the building; both had responded that they were not interested. Discussion followed regarding options for the building. Staff was directed to prepare a Request for Proposals for the sale of the building, subject to a restriction on the demolition of the building and/or significant alteration to the exterior facade and building footprint.

Moved By Deputy Warden Stewart

Seconded By Councillor MacLellan

The Committee recommends that Municipal Council approve issuing a Request for Proposals for the sale of the Antigonish County Court House, subject to a restriction on the demolition of the building and/or significant alteration to the exterior facade or building footprint.

Motion Carried

e. **2019 Road Priorities List**

Mrs. Schumacher reviewed the list of roads prioritized by each District for repair, which is provided to the local Department of Transportation and Infrastructure Renewal as well as the two local MLAs. Discussion followed. Staff will make the final requested updates and send the list to the DTIR Area Manager and the local constituency offices.

6. **New Business**

There was no new business.

7. **Additions to the Agenda**

There were no additions to the agenda.

8. **In Camera Items**

There were no in-camera items.

9. **Adjournment**

Moved By Councillor Dunbar

That the Committee of the Whole meeting be adjourned at 6:15 pm.

Motion Carried

Councillor Bill MacFarlane

Glenn Horne, Municipal Clerk/Treasurer

2019/20 Capital Priorities

Op Priority	Project	Description	Immediate Priorities				Municipal Budget
			Estimate	Anticipated Funding (ICIP, Gas Tax, PCAP, Other)	Confirmed Funding	Municipal Share	
x	Fringe Water Utility Upgrades	Pre-Phase - Land acquisition	\$20,000	\$0	\$0	\$20,000	\$20,000
	St. Joseph's Water Utility Expansion	Pre-Phase - Land acquisition	\$20,000	\$0	\$0	\$20,000	\$20,000
	North Grant Waterline Extension	Extend water service from Old 245 to Lower North Grant (1.5km)	\$550,000	\$466,500	\$65,604	\$83,500	\$148,500
x	Church Street to Beech Hill Road Looping	Connecting water systems to improve reliability and pressure.	\$450,000	\$328,500	\$0	\$121,500	\$450,000
	Cameron Kenny Hill Waterline	Water extension	\$305,000	\$259,250	\$36,560	\$45,750	\$305,000
	Skate Park	Partnership with Town, StFX & Community	\$700,000	\$600,000	\$283,337	\$100,000	\$100,000
	Mount Cameron Curb & Gutter	Extend curb and gutter from Mount Cameron Circle along Harbour View Drive.	\$131,223	\$0	\$0	\$131,223	\$131,223
x	Silver Birch Water Meter	Add meter & chamber at entry of private water infrastructure	\$60,000	\$0	\$0	\$60,000	\$60,000
x	Lower South River Well 7 Construction	Adding a new well to the LSR Utility to mitigate turbidity issues.	\$70,000	\$0	\$0	\$70,000	\$70,000
	Pomquet Sewer System Improvements	Upgrades to improve the sustainability of the system	\$160,000	\$80,000		\$80,000	\$80,000
	J-Class Road Improvements	Cape Jack Wharf Road Willowdale Lane Somers Road Cunningham Road					
x	Equipment	Little Tractor	\$45,000	\$0	\$0	\$45,000	\$45,000
x		Garbage Truck Replacement	\$275,000	\$0	\$0	\$275,000	\$275,000
x	Municipal Operations	Municipal Office Parking Lot Expansion	\$115,000	\$0	\$0	\$115,000	\$115,000
x		Municipal Office BAU System Compressor	\$40,000	\$0	\$0	\$40,000	\$40,000
		Municipal Office Accessibility Upgrades					
	Municipal Roads	Burnam Morel Road Upgrades	\$10,000			\$10,000	\$10,000
		Arbour Drive & Trotters Lane	\$163,000			\$163,000	\$163,000
	TOTAL		\$3,114,223		\$385,501	\$1,379,973	\$2,032,723

				Next Priorities	
x	Fringe Water Utility Upgrades	Phase 1 - Post Road storage & associated transmission	\$2,200,000		\$2,200,000
x	Fringe Water Utility Upgrades	Phase 2 - Transmission to Trunk 7 & Fisheries to Superstore Looping	\$450,000		\$450,000
x	Fringe Water Utility Upgrades	Phase 3 - Replacement of Trunk 7 watermain; Looping Nova to Keating, Keating to Tamara, Tamara to Elliot.			
	St. Joseph's Water Utility	Expand water services to a larger area of the community	\$1,200,000		\$1,200,000
	Antigonish Court House	Capital upgrades or other options	\$240,000		\$240,000
	Pomquet Sewer System Improvements	Upgrades to improve the sustainability of the system	\$500,000		\$500,000
x	Sylvan Valley Sewer Line Replacement	This section of line is demonstrating significant infiltration.	\$810,000		\$810,000
x	Connectivity	Cellular and Broadband connections			
TOTAL			\$8,514,223	\$385,501	\$7,432,723