

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

ASSET MANAGEMENT AGENDA

Monday, March 30, 2020, 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 February 24, 2020 Asset Management Minutes
4. Business Arising from the Minutes
5. Continuing Business
 - a. Review of 2020/21 Capital Plan
 - b. Harbour View Drive / Mount Cameron Circle Repaving, Curb & Gutter
 - c. J-Class Road Cost-Sharing for the Paving of Subdivision Streets
6. New Business
 - a. Additional Funding for J-Class Repaving
7. Additions to the Agenda
8. In Camera Items
 - a. Land, Sale, Acquisition and Lease of Municipal Property
9. Adjournment

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Asset Management Meeting Minutes

Monday, February 24, 2020, 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: Allison Duggan, Acting Clerk/Treasurer
& Director of Finance
Beth Schumacher, Deputy Clerk
Daryl Myers, Director of Public Works

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 5:31pm.

2. Approval of Agenda

Councillor MacFarlane called for any additions or deletions to the agenda. One addition was made: Bulky Waste Tender.

Moved By Councillor MacDonald
Seconded By Councillor MacLellan

That the agenda be approved as amended.

Motion Carried

3. Approval of January 27, 2020 Asset Management Minutes

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

Moved By Councillor Corbett
Seconded By Councillor Mattie

That the Asset Management minutes of January 27, 2020 be approved as presented

Motion Carried

5. **Continuing Business**

a. **Tender for Courthouse Renovations**

Mrs. Schumacher provided the Committee with an update on the work done to date at the courthouse, and the work that is outlined in a tender document that has been prepared and is ready to be advertised. Discussion followed.

Moved By Councillor Deveau

Seconded By Councillor Corbett

The Committee recommends that Municipal Council advertise a tender for renovations for the Antigonish County Court House.

Motion Carried

b. **Tender for Mount Cameron Curb & Gutter**

Mrs. Duggan provided the Committee with an overview of the project, and spoke to an email received from the Department of Transportation and Infrastructure Renewal's Chief Engineer, Peter Hackett, outlining the cost sharing for the Provincial portion of the roadway that would be transferred to the Municipality. Discussion followed.

Moved By Councillor MacDonald

Seconded By Deputy Warden Stewart

The Committee recommends that Municipal Council approve the advertisement of a tender for repaving, curb and gutter on Mount Cameron Road.

Motion Carried

6. **New Business**

a. **Capital Plan Prioritization for MP Fraser**

Mrs. Duggan spoke to the list prepared following the discussions with MP Sean Fraser, who had requested that the Municipality rank capital projects requiring federal funding, so that they are aware of what the Municipality might be requesting assistance with. Staff used the five-year capital plan to prepare a preliminary list and included the Council-identified priorities from the capital planning process for information. Mrs. Duggan recommended that the Committee consider providing this to MP Fraser and MP Kelloway each year. Consensus was provided by the Committee to provide the list as prepared by staff.

7. **Additions to the Agenda**

a. **Bulky Waste Tender**

Mr. Myers provided the Committee with an overview of the bid trends for the bulky waste collection, which takes place later in the spring. Discussion followed.

Moved By Councillor Chisholm

Seconded By Councillor MacLellan

The Committee recommends that Municipal Council advertise a tender for the spring bulky waste collection.

Motion Carried

8. In Camera Items

This subject matter falls within Section 22(2) of the Municipal Government Act as a matter 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

Seconded By Councillor Mattie

That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss the Acquisition, Sale, Lease, and Security of Municipal Property and Contract Negotiations at 5:55pm.

Motion Carried

Moved By Councillor MacDonald

Seconded By Councillor Corbett

That the Committee return to Open Session at 6:22 pm.

Motion Carried

Moved By Deputy Warden Stewart

Seconded By Warden McCarron

The Committee recommends that Municipal Council award the tender for new 4 x 4 truck for the Water and Sewer Department, with an extended warranty, to MacDonald Chrysler at a total price of \$40,105.68 (incl HST).

Motion Carried

9. Adjournment

Moved By Councillor Deveau

That the Committee of the Whole meeting be adjourned at 6:23pm.

Motion Carried

Councillor Bill MacFarlane

Allison Duggan, Acting Municipal
Clerk/Treasurer

Draft 2020/21 Capital Plan

Project	Description	Estimate
St. Joseph's Water Expansion	Land Purchase	\$20,000
Fringe Water Utility Upgrades	Phase 1 - Post Road Water Tower, Transmission to Trunk 7, Fisheries to Superstore Looping	\$2,700,000
Antigonish Court House	Building Upgrades	\$180,000
Municipal Operations	Accessibility Upgrades	\$60,000
Municipal Roads	Market Street Repaving	\$190,000
	Harbourview Drive / Mount Cameron Circle Repaving, Curb & Gutter	\$193,000
J-Class Roads	Willowdale Lane	\$95,000
	Gilfoy Road	\$105,000
	Grandview Drive	\$70,000
Renewable Energy	72kW, 290 Panel ground-mounted Solar PV System	\$260,000
Connectivity	District #1 Cellular Tower	\$150,000
Active Transportation	Mount Cameron AT Trail	\$14,000
TOTAL		\$4,037,000



**Transportation and Infrastructure Renewal
Office of the Minister**

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

Warden Owen McCarron
Municipality of the County of Antigonish
285 Beech Hill Road, RR #6
Antigonish, NS B2G 0B4

Dear Warden McCarron:

Thank you for your Municipality's submission under the Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2020/21.

We are pleased to inform you that the roads listed below have been approved under this program:

Road Name	Description	KM's	Total Cost Estimate (excludes HST)	Cost Share Estimate (excludes HST)
Willowdale Lane	from Trunk 4 to end of listing, paving	0.34	\$190,000	\$95,000
Gilfoy Road	from Williams Point Road to end of listing, repaving	0.531	\$210,000	\$105,000
Grandview Drive	from South River Road to end of listing, repaving	0.361	\$140,000	\$70,000
Total		1.232	\$540,000	\$270,000

Under the terms of Cost Share Agreement 2018-002, the Municipality has agreed to notify the Department within 20 Business Days from the time of receipt, whether it accepts the approved projects and the cost estimates. If a notice of acceptance is not received within this time period, the Municipality is deemed to not accept the approved projects and the cost estimates, and the Province will proceed no further with the projects.

Warden Owen McCarron
Page 2

Due to program limits, the Department will not be able to proceed with Somers Road. The Municipality may wish to re-submit this candidate for the 2021-22 program under the terms outlined in the new Cost Share Agreement.

If you choose to accept the list and cost estimates, please complete and sign the attached Notice of Acceptance and return to the attention of Laura Cunningham, Capital Program Administration Officer.

Sincerely,



Lloyd P. Hines
Minister

cc Glenn Horne, Clerk/Treasurer – Municipality of Antigonish
Jamie Chisholm, District Director – TIR Eastern
Paul Colton, Construction Manager – TIR Eastern
Laura Cunningham, TIR Capital Program Administration Officer

NOTICE OF ACCEPTANCE:

The Municipality of the County of Antigonish accepts the cost estimates of the projects listed as "Yes" below for fiscal year 2020-21 and wishes to proceed with construction as per the terms of Agreement 2018-002.

Road Name	Description	KM's	Total Cost Estimate (excludes HST)	Cost Share Estimate (excludes HST)	Accept: Yes / No / (please write in)
Willowdale Lane	from Trunk 4 to end of listing, paving	0.34	\$190,000	\$95,000	
Gilfoy Road	from Williams Point Road to end of listing, repaving	0.531	\$210,000	\$105,000	
Grandview Drive	from South River Road to end of listing, repaving	0.361	\$140,000	\$70,000	
Total		1.232	\$540,000	\$270,000	

Name (Print)

Name (Signature)

Title

Date

Please ensure the yellow highlighted column is filled in and return signed document via email to:

Laura Cunningham
Capital Program Administration Officer
PO Box 186
Halifax, NS
B3J 2N2
Tel: (902) 424-0897
Fax: (902) 424-0570
laura.cunningham@novascotia.ca

Transportation and Infrastructure Renewal

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: ADDITIONAL FUNDING UNDER THE COST SHARED PROGRAM FOR
SUBDIVISION (J CLASS) STREETS**

In the 2020-21 Provincial Budget, the Department of Transportation and Infrastructure Renewal (TIR) was granted a one-time \$10 million allotment to repave existing paved Provincially owned J-Class roads throughout the Province.

This is outside the Cost Shared Program for Paving Subdivision (J Class) Streets set out in the signed 3-year agreements.

For the Department to take advantage of this additional allotment within the 2020-21 fiscal year, the Department will be dividing the funding proportionately based on km of paved J-Class roads per Municipality and we will be asking the Municipality to cost share 50/50 on this program. The roads chosen would become part of the Cost Shared Agreement for Subdivision Streets that the Municipalities have signed with the Province and part of fiscal 2020-21 and would be in addition to what was previously submitted and the usual process with that program and Agreement apply.

The Department has approved \$3.6 million of repaving roads that the Municipalities have already submitted. Of which \$1.8 million will come from the new \$10 million allotment. This will leave \$6.4 million to put toward this new allotment.

To accelerate this program, the Department is requesting the following:

1. On or before **April 17, 2020**, the Municipality must submit a list of paved J-Class roads for the 2020-21 fiscal year and confirmation the Municipality has funding approval to participate (do not include the roads previously submitted for consideration under the Cost Share Program for Subdivision Streets for the 2020-21). Attached, you will find a Road Submission List to be filled out electronically and returned to me by April 17, 2020.
2. Examples on how to fill out the form is provided. If any of the columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit.

3. On or before April 17, 2020, the Road Submission List must be received by the Department and confirmation that the Municipality has funding approval to participate if the roads they submit are chosen to be repaved by the Department.

The submitted streets will be reviewed by the Department to verify eligibility and to determine if the condition of the proposed streets meets the minimum criteria for repaving.

If at the end of the Municipalities submissions, there is still funding available in this program, the Department will select the remaining roads to be repaved in the Province until the program is exhausted.

Please submit this information to my attention via email as soon as possible to ensure your requests will be considered for 2020-21. If you have any questions regarding this program, please contact Construction Manager Paul Colton at (902)625-4058.

Sincerely,

A handwritten signature in black ink that reads "L. Cunningham". The signature is fluid and cursive, with a large initial "L" and a long, sweeping underline.

Laura Cunningham
Capital Program Administration Officer

cc Jamie Chisholm, District Director – TIR Eastern
Paul Colton, Construction Manager – TIR Eastern

Road Submission List from the Municipality of :	
Submitted By:	
Date (M/D/Y) :	
Approval of funding to participate 50/50 (Yes/No):	

*If the below columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit with the information that is required.

Authority # (Please contact area manager if not known)	Road Section (Please contact area manager if not known)	Road Class (Please contact area manager if not known)	Road Name	From.....	To.....	Length	Current Surface Type (must be asphalt)	Treatment Type Requested (re-paving):	Comments (Example: district name/subdivision name/ etc)
Examples 1 0123	1	J	Jane Road	Route 66	Smith Road	1.2	asphalt	re-paving	Smith Subdivision
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

AUTH OS		NAME	CLASS	SURF	LENGTH	FROM	TO
ANTIGONISH							
451	67	Landing	J	PA	0.20	Route 337	End of Pavement
453	68	Beech Hill	J	PA	0.37	Trunk 4	TCH 104
454	67	Somers	J	CP	0.67	TCH-104 at Post Road	End of Pavement
454	67	Somers	J	CR	1.64	End of Pavement	End of Listing
456	68	Church Street Extension	J	PA	0.48	TCH - 104	Cunningham Road
456	68	Church Street Extension	J	GR	0.78	Cunningham Road	Oostvogels
541	68	Cunningham	J	GR	0.48	Church Street Extension	end of listing
544	67	Old South River	J	PA	0.52	Trunk 4 at MacAmis Bridge	Trunk 4
548	67	Sylvan Valley	J	PA	0.50	Route 245	Vromans
560	68	Willowdale Lane	J	GR	0.34	TCH 104 at West River Bridge	MacKenzies
563	67	John D. MacDonald	J	GR	0.73	Trunk 4 at Greenwold	John D. MacDonalds
566	67	D. MacIsaac	J	PA	0.23	TCH 104 at Post Road	End of Pavement
566	67	D. MacIsaac	J	GR	0.32	End of Pavement	Brierly Brook
569	67	Gilfoy	J	GR	0.53	Williams Point Road	End of listing extension
570	67	Arbor Drive Extension	J	PA		Antigonish Town Line	End of Listing
571	67	Highland Drive Extension	J	PA	0.17	Antigonish Town Line	Townsend Street
575	68	West River Cross	J	GR	0.39	West River Road	Lower West River Road
578	68	Whisper Avenue	J	GR	0.38	West River Cross Road	Wild Horse Drive
581	67	Murphy	J	GR	0.28	Pleasant Valley Road	End of listing
582	68	Wild Horse Drive	J	GR	0.26	West River Cross Road	Whisper Ave
583	68	Chisholm Drive	J	CR	0.15	Trunk 7	Heritage Drive
584	68	Ponderosa Drive	J	CR	0.32	Chisholm Drive	Heritage Drive
586	69	Cape Jack Wharf	J	CP	1.01	Cape Jack Road	The Wharf
587	67	Maken	J	GR	0.71	Route 337	End of Listing
588	67	Grandview Drive	J	PA	0.36	Trunk 4 at Greenwold	end of listing
589	67	Mountain View Drive	J	GR	0.57	Pleasant Valley Road	end of listing
590	67	Trotters Lane	J	CR		Arbor Drive Extension	end of listing at Sony's
591	68	Tamara Drive	J	PA	0.41	Trunk 7 at Lochaber Road	end of listing
592	68	Heritage Drive	J	CR	0.38	Chisholm Drive	Ponderosa Drive
593	67	Mount Cameron Circle	J	GR	0.11	Route 337 at Bethany Hill	Ant. Town Line
593	67	Mount Cameron Circle	J	GR	0.04	Ant Town Line	end of Listing
594	69	Angus MacQuarrie Drive	J	PA	0.50	TCH 104 at Lower South River	end of listing
597	67	Brierden Court	J	GR	0.19	Brierly Brook Road	end of Listing
606	68	Addington Lane	J	GR	0.55	West River Road	Stora Depot
610	67	Old Route 245	J	PA		Route 245 at Sylvan Valley	Old Bridge Site
610	67	Old Route 245	J	PA	0.18	Old Bridge Site	Clydesdale Road
643	67	Sylvan Valley Lane	J	PA	0.23	Sylvan Valley Road near 245	Sylvan Valley Road
651	67	Trinity Lane	J	GR	0.30	Trunk 4 at Greenwold south	End of listing
652	67	Townsend Street	J	PA	0.10	Highland Drive Extension	Pottery Lane
652	67	Townsend Street	J	GR	0.06	End of pavement	Pottery Lane
653	67	Pottery Lane	J	GR	0.60	Townsend Street	End of listing at Lynch's
				TOTAL		16.04	