

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

ASSET MANAGEMENT AGENDA

Monday, February 24, 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 January 27, 2020 Asset Management Minutes
4. Business Arising from the Minutes
5. Continuing Business
 - a. Tender for Courthouse Renovations
 - b. Tender for Mount Cameron Curb & Gutter
6. New Business
 - a. Capital Plan Prioritization for MP Fraser
7. Additions to the Agenda
8. In Camera Items
 - a. Property, Sale, Acquisition and Security of Municipal Property
9. Adjournment

STRATEGIC PRIORITIES CHART (amended Feb. 2019)

COUNCIL PRIORITIES	
<p><u>NOW</u></p> <ol style="list-style-type: none"> 1. CELLULAR & BROADBAND CONNECTIVITY: Business Case, Funding & Advocacy 2. WATER INFRASTRUCTURE: Assessment, Plan & Implementation 3. RENEWABLE ENERGY: Explore Partners & Develop Options 4. PAQTNKEK PARTNERSHIP: Transition Plan & Milestones 5. TOURISM: Plan Development 	
<p><u>NEXT</u></p> <ul style="list-style-type: none"> • ACCESSIBILITY: Improvements & Engagement • INFRASTRUCTURE FUNDING: Plan & Implementation • WATER & SEWER: Assessment & Plan • ACTIVE TRANSPORTATION PLAN: Implementation • MUNICIPAL AWARENESS: Plan & Implementation • RECREATION PLAN: Implementation • BUSINESS PARK: Determine need for new / LSR Options. 	<p><u>ADVOCACY/PARTNERSHIPS</u></p> <p><i>Connectivity Funding (Prov & Feds)</i> <i>Physician Recruitment & Retention (Prov)</i> <i>Long-Term Care Facility Funding (Prov)</i> <i>Aging In Place Program (Prov)</i></p>
ADMINISTRATION	FINANCE
<ol style="list-style-type: none"> 1. CELLULAR & BROADBAND CONNECTIVITY: May 2019 2. TOURISM: Plan – December 2019 3. INFRASTRUCTURE FUNDING: Plan & Implementation - Ongoing <ul style="list-style-type: none"> • BUSINESS PARK: Determine need for new / LSR Options – June 2019 • Asset Management System: Complete Phase 1 & 2 – June 2019 	<ol style="list-style-type: none"> 1. INFRASTRUCTURE FUNDING: Plan & Implementation - Ongoing 2. Water Meter System: Integration – Mar 2019 3. Water Utility Rates: Review – Oct <ul style="list-style-type: none"> • Information Technology Strategy: Oct 2019 • Receivables and Payables: Ongoing
PUBLIC WORKS	RECREATION
<ol style="list-style-type: none"> 1. WATER INFRASTRUCTURE Assessment, plan and Implementation. 2. SEWER SYSTEMS: Assessment - October. 3. WATER SYSTEM: Fringe Water Upgrades - 2020 <ul style="list-style-type: none"> • Day-to-day operations • 	<ol style="list-style-type: none"> 1. ACTIVE TRANSPORTATION PLAN: Trunk 104 Concept Design – Mar 2020 2. RECREATION PLAN: Community Hubs Concept Design – Nov 2019. 3. RECREATION PLAN: <ul style="list-style-type: none"> • Summer, After School & Learn to Swim Programing: Ongoing
SUSTAINABILITY	PLANNING
<ol style="list-style-type: none"> 1. RENEWABLE ENERGY: Options Development – Jan 2020 2. PAQTNKEK PARTNERSHIP: Transition Plan from CEDI & Key Milestones for 2020 – Sept 2019. 3. ACCESSIBILITY: Improvements and Engagement – Feb 2020 <ul style="list-style-type: none"> • MUNICIPAL AWARENESS: Plan & Implementation – Nov 2019 	<ol style="list-style-type: none"> 1. Eastern Antigonish Plan Review – Sept. 2. Bill 58 Amendments to the MGA assessment and response – Summer 2019 3. Development Applications – Ongoing 4. Building and Fire Inspection – Ongoing <ul style="list-style-type: none"> • Certification of Assistant Building Inspector

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Asset Management Meeting Minutes

Monday, January 27, 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 Neil Corbett
Councillor Bill MacFarlane

Regrets: Councillor Gary Mattie

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 5:29 pm.

2. Approval of Agenda

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

Moved By Councillor MacDonald

Seconded By Councillor Deveau

That the agenda be approved as presented.

Motion Carried

3. Approval of December 3, 2019 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 Chisholm

That the Asset Management minutes of December 3, 2019 be approved as presented.

Motion Carried

5. **Continuing Business**

a. **Local Improvements By-law Updates - West River Cross Paving & Beech Hill Road Waterline**

Mrs. Schumacher provided the Committee with a summary of the Local Improvements projects that were being included in Schedule A of the Local Improvements By-law. The Committee was asked to recommend that the amendments proceed to Council for First Reading.

Moved By Councillor MacLellan

Seconded By Councillor MacDonald

The Committee recommends that Municipal Council consider amendments to Schedule A of the By-law Respecting Charges for Local Improvements to add the West River Cross Paving and Beech Hill Road Waterline Extension for First Reading, and schedule a public hearing for the amendment.

Motion Carried

b. **2019/20 Capital Update**

Mr. Horne went through the 2019/2020 Capital Priorities List and provided a detailed update for each item on the list. Items that were completed, deferred, closed, or which had their funding denied were identified and discussed. Questions followed. Staff and Council were asked to bring any proposed capital projects forward in the next four to six weeks for inclusion in the budgeting process.

Mr. Horne took the opportunity to acknowledge Daryl Myers, Director of Public Works, and his team for the volume of projects that were completed during the fiscal year.

c. **Consideration of the 2020/21 Capital Plan**

Mr. Horne displayed the proposed 2020/21 Capital Plan and went through the estimates and tender status of projects that have been identified for the upcoming fiscal year. The proposed timeline and arrangement with the Department of Transportation for the Harbourview Drive & Mount Cameron Circle repaving, curb and gutter was discussed in detail. Consensus was given to proceed with preparing the tenders for several projects.

The proposed Fringe Water Utility Upgrades were reviewed with the Committee, referencing the staff report included in the agenda package. Funding options for the project were reviewed with the Committee. Discussion followed regarding the timelines of projects the Municipality has done using ICIP funding. Mrs. Duggan reviewed the Municipality's account balances for the Committee's information. Consensus from the Committee was requested to move forward with the project to:

- incorporate the project in the 20/21 capital plan and determine a funding model;
- prepare design drawings; and,
- prepare a tender package.

Fire flow pressures in the work area were discussed, with the table included in the staff report displayed. A question of liability was asked; Mr. Horne will follow-up with legal counsel for a formal response. Fire protection rates were also discussed, as well as local fire department processes for water transport and pressurization.

Moved By Councillor Chisholm
Seconded By Councillor MacDonald

The Committee recommends that Municipal Council authorize staff to move forward preparations for the proposed Fringe Water Utility improvements.

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 Dunbar

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 6:20pm

Motion Carried

Moved By Councillor Chisholm
Seconded By Councillor MacDonald

Motion to come out of camera at 6:21pm.

Motion Carried

9. Adjournment

Moved By Councillor MacDonald

That the Committee of the Whole meeting be adjourned at 6:22pm

Motion Carried

Councillor Bill MacFarlane

Glenn Horne, Municipal Clerk/Treasurer

MEMO FOR INFORMATION

TO: Asset Management Committee
FROM: BETH SCHUMACHER, DEPUTY CLERK
SUBJECT: 2020 ANTIGONISH COUNTY COURTHOUSE CONSTRUCTION TENDER
DATE: 24/02/2020

SUMMARY

As part of the ongoing capital repairs to the courthouse building, staff has prepared a tender for work to be done to the building in 2020 and is looking for approval from the Committee to advertise that tender.

BACKGROUND

Since early fall, staff has been working with a construction consultant to identify and prioritize repairs to the Court House Building for the 2020 construction season. This has included exploratory work on the columns, working with an engineer regarding options for the front steps, and collecting estimates for materials. Staff are now ready to advertise a tender for the construction work and is looking for approval from the Committee to do so.

WORK ALREADY DONE – HEAT PUMPS

Over the fall months, a tender was issued and awarded to DeCoste Electrical for the installation of heat pumps in the main gallery, and the replacement of the heat pump in the jury room. These heat pumps have improved the heating levels in those spaces, and are expected to improve summer working conditions there as well.

TENDER READY TO ISSUE – PORTICO, RAMP, FRONT DOORS, COLUMNS, SIDING AND WINDOWS

Previous staff reports outlined the concerns with several elements of the building that had been identified as priorities for repair. Working with the construction consultant, options for materials and estimates for their local sourcing, as well as a schedule of this construction work was worked out. A design for a universally accessible ramp, to replace the front steps and walkway, was also designed. A tender document outlining these projects has been prepared and is ready for advertisement.

BUDGET IMPLICATIONS

As part of the renegotiation of the lease with the Department of Justice done in July, the Province provided the Municipality with a one-time payment to assist with the capital repairs to the building. The annual rent payments were also increased, and it is the intent of staff to keep the budget for these repairs within that amount. Based on the estimates collected, staff have planned work that is anticipated to be within those amounts.

NEXT STEPS

Staff are looking to advertise the tender to close in early April, with work to be done in the Spring pending weather and the Justice court schedule. Work on the Main Street and Court Street facades of the building will be prioritized to finish as early in the season as possible, to avoid disruption during the tourist season and other summer activities taking place downtown.