

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
ASSET MANAGEMENT COMMITTEE  
AGENDA**

**Tuesday, December 8, 2021 at 1:00pm  
Council Chambers, Municipal Complex**

Item	Description	Required Action	Responsible	Page
1.	Roll Call		Chair	
2.	Additions to the Agenda	Decision	All	
3.	Approval of Agenda	Decision	All	
4.	Disclosure of Conflict of Interest Issues	Decision	Chair	
5.	Approval of Minutes: • November 2, 2021	Decision	Chair/All	2
6.	Business Arising from Minutes	Discussion	All	
<b>New Business</b>				
7.	Work Plan Update	Discussion	Scott Quinn	
8.	Roundtable	Discussion	All	4
9.	Other Business	Discussion	All	
10.	Correspondence			
11.	Next Meeting: January 4, 2022 @ 1:00pm	Decision	All	
12.	Adjournment	Decision	All	

**Municipality of the County of Kings  
Asset Management Committee**

**Meeting, Date  
and Time**

An Asset Management Committee Meeting was held on Tuesday, November 2, 2021 at 1:00 pm at 181 Coldbrook Village Park Drive.

**Attending**

In attendance were:

*Councillors:* Councillor Hirtle (Chair)  
Councillor Killam  
Councillor Allen

*Staff:* Scott Quinn, Director of EPW, Lands & Parks  
Mike Livingston, Manager of Financial Reporting  
Susan Gray, Revenue Assistant, Recording Secretary

*Absent:* Aaron Dondale, Chad West, Vicki Brooke, Jon Thomas, Monica Beaton

**Additions to the Agenda**

None

**Approval of the Agenda**

**On the motion of Councillor Killam seconded by Councillor Hirtle.**

**Motion Carried**

**Disclosure of Conflict of  
Interest Issues**

None.

**Approval of the Minutes  
from October 5, 2021**

**On the motion of Councillor Allen and seconded by Councillor Killam.  
Motion Carried.**

**Business Arising from  
Minutes**

None

**New Business**

**Work Plan Update**

Scott Quinn gave a brief update on the Asset Management Software in Chad West's absence. Data migration is ongoing and on schedule. Univerus is sending someone here the last week of November to meet with the key stakeholders and complete maintenance schedule for the configuration and training for the test users. System testing is scheduled to start in December with the system going live in March of 2022.

Scott Quinn gave a brief work plan update:

The impairment testing is still in progress. Mike Livingston indicated that we are doing a review of the modeling to make it more extensive. We have updated the timeline to reflect the life expectancy of the asset as opposed to just a 20 year model. This is substantially complete, just doing a review to ensure nothing has been missed prior to going to the next step.

Condition Assessment Program - SOP's are part of a larger SOP review and is being worked on.

AM Strategy – some of this ties into the Strategic Projects and is ongoing.

AM Plans – Setting target dates, also ties into Strategic Plans and we are working at populating the data for that. One change that has come about in the last couple of days is that the J-class roads may be temporally put on hold until more discussion can be held with the Province on going forward. Councillor Hirtle inquired if there had been any interest expressed in taking on what we proposed? Scott Quinn indicated that there has been nothing at this time. There is a new Minister and a couple new Deputy Ministers who are new to the process who may be more receptive to our ideas and we will attempt to get them onboard.

Levels of Service- attempting to advance the discussions and plan for some type of engagement for next year.

Communication Plan – the Municipality's new website template is up and live so we should be able to figure out some content fairly quickly for at least the initial website launch for the Asset Management page.

Councillor Hirtle inquired is there was going to be a plan for sidewalks or do they fall under some other section. Scott Quinn indicated that they are currently part of the roads but they may get separated into its own category.

Councillor Killam inquired if we had a report that goes with the "What we heard" report. Scott Quinn indicated that would be part of the engagement when it takes place and is done to ensure we capture correctly the public concerns.

Councillor Hirtle inquired if we would use some of the engagement tools used by other committees. Scott Quinn indicated they would be working with our Communications Specialist and we would likely use some of the same strategies.

Councillor Killam inquired if we noticed a shift in thinking with the new Provincial government. Scott Quinn indicated that it may be too early to tell that for sure as the new Ministers are just getting into their roles and have a lot to catch up on. Health care and housing seem to be the main focuses so far. We will have to keep a close eye on the Government energy targets to see how it impacts us.

Councillor Killam inquired if we had any response to our solar or wind potential projects. Scott Quinn indicated that we have not heard anything yet.

**Round Table Discussions**  
**Policy and Terms of**  
**Reference Review**

Scott Quinn gave a brief presentation in Vicki Brooke's absence reviewing the updates and changes to the policy that are being recommended.

Councillor Hirtle indicated that the new policy is well organized and will be clearer to public readers. Inquired as to the change in order of the key considerations and if they were made for a specific reason. Scott Quinn indicated that they were not in any particular order.

**On the motion of Councillor Allen and seconded by Councillor Killam that the Asset Management Committee recommend Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy Admin-01-015 Asset Management.**

**Motion Carried**

**Other Business**

**None**

<b>Correspondence</b>	<b>None</b>
<b>Next Meeting</b>	Wednesday, December 8, 2021 at 1:00pm
<b>Adjournment</b>	<b>On the motion of Councilor Allen; seconded by Councillor Killam the meeting adjourned at 1:26 pm.</b>

Approval:  
Asset Management Committee