

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

**Tuesday, April 2, 2024, at 1:00pm
Council Chambers, Municipal Complex**

| Item | Description | Required Action | Responsible | Page |
|---------------------|--|-----------------|-------------|------|
| 1. | Roll Call, Welcome, Introductions | | Chair | - |
| 2. | Additions to the Agenda | Decision | All | - |
| 3. | Approval of Agenda | Decision | All | 1 |
| 4. | Disclosure of Conflict-of-Interest Issues | Decision | All | - |
| 5. | Approval of Minutes: • February 6, 2024 | Decision | Chair/All | 2 |
| 6. | Business Arising from the minutes | Discussion | All | - |
| New Business | | | | |
| 7. | | Discussion | | |
| 8. | | Discussion | | |
| 9. | Roundtable | Discussion | All | |
| 10. | Other Business | | All | |
| 11. | Next Meeting: June 4, 2024 | Decision | All | |
| 12. | Adjournment | Decision | All | |

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

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| Meeting, Date and Time | An Asset Management Committee Meeting was held on Tuesday, February 6, 2024, at 10:00 am at the Municipal Complex. |
| Attending | In attendance were: |
| <i>Councillors</i> | Councillor Hirtle Councillor Allen |
| <i>Staff</i> | Brad Carrigan, Director of Engineering Aaron Dondale, Manager of Public Works Chad West, Manager of Information Technology Mike Livingston, Manager of Financial Reporting Shivani Gilhotra, Manager of Treatment Plants and Compliance Zobia Jaweed, Director of Environmental Services and Climate Resilience Ahmad El- Kadri, Engineering Technologist Steven Selinger, GIS Technician Susan Gray, Recording Secretary Stephanie Elliott, Recording Secretary |
| <i>Absent</i> | Councillor Killam, Dan Hagan, Katie MacArthur, Monica Beaton |
| Additions to the Agenda | None |
| Approval of the Agenda | On the motion of Councillor Allen seconded by Councillor Hirtle. Motion Carried |
| Disclosure of Conflict-of-Interest Issues | None |
| Approval of the Minutes from September 5, 2023 | On the motion of Councillor Allen and seconded by Councillor Hirtle. Motion Carried. |
| Business Arising from Minutes | None |
| New Business | |
| Work Plan Update | There was a discussion around the work plan. Considering recent staff changes, it was decided that the working group would meet soon to review and assign tasks. |
| Round Table Discussions: | Discussions were held around the Asset Management Plan. <ul style="list-style-type: none">• We started with an examination of the sewer assets and reserves. Reflected upon what type of position the reserve was in as it relates to future needs, looking at asset replacement costs rather than traditional amortization-based approaches.• Following the work on the sewer assets the plan is to review the water utility assets. This was placed on hold until the new AM software was being used to better assess the types and quality of information needing to be gathered. The plan is to have this move forward during the next fiscal year. |

- We will move from there to other asset types until they are all complete.
- Mike Livingston has been doing some research on Natural assets and how to quantify and assign values to them.
- In the past there was one person who facilitated the Asset Management Plan (AMP), however with the new streams of responsibility a single person may not be the most ideal model. The AMP should be informing all our operating and capital budgets and priorities.
- We have more support and resources to work towards the AMP.
- We recently submitted our response to the Stats Canada Infrastructure Survey in which we did communicate that we have a good general awareness of Asset Management and that we are developing AMP's we also communicated that within two years we would have AMPs for sewer and water.
- Stats Can was asking about AMPs for roads, sidewalks, and ditches, which is something we will need to consider and complete.
- The AMPs are something that will need to stay on the front burner and not be set aside. We need to be proactive, not reactive.
- Having a clear AMP will be valuable when applying for any outside funding.
- Asset Management needs to be a part of our daily tasks.
- Chad West found and circulated to the new staff the most recent Work Plan. The working group will meet, review the plan, update it and report back to the Committee.
- There is a vision to integrate our daily workflow and our capital planning.
- Long term capital planning starts by using the daily workflow and having all the assets in the software and being able to determine condition assessments and overall risk ratings of the assets. This will help to determine what needs to be fixed and when.

Discussions were held around desludging:

- We have learned a lot about sludge in the past few years. There is a direct correlation between sludge amounts and odour, and then between odour and community impact.
- The Municipality has 18 active lagoons which means that if we were to put desludging on a 10-year rotation, we would have to desludge two lagoons every year.
- There are 30 active lagoons between Falmouth and Annapolis Royal, currently the closest facility with the capacity to process the sludge is in New Brunswick. We should investigate other ways to process the sludge (i.e.: our own facility, contacts with local companies who would increase their capacity, or share contracting costs with other

municipalities, waste to power options).

- Some municipalities put sludge in geotubes and then use it on landfills or as land cover. How to make this happen is worth looking into and discussing.
- Do we have a list of which sewer treatment plants are scheduled to be desludge in the next fiscal year?
- We are looking at the priorities based on mapping results which were completed in 2023. Hants Border, Aylesford, Canning and Regional are the priorities for 2024/25
- Once all of the ponds at all seven treatment plants are completed, there will be a Sludge Management Plan created to ensure we stay on top of the issue. Mapping will be done on a regular basis, so we know what is happening in each of the lagoons.
- There were some questions around how the mapping is done and if there is any technology the Municipality could purchase to do that work in-house.
- Having a Sludge Management Plan is the key to being fiscally responsible.
- The use of drones was discussed.
- There is a drone request in the new budget. We also have a staff member with their drone licensing, and they have done some work with remote sensing. The drone was to be used for by-law, communication, and mapping. It could be considered for asset management as well.
- If we were to do mapping this way, consideration would have to be given to staffing resources and workflow.
- The next AM conference will be in St. John's, Newfoundland.

Other Business

None

Next Meeting

March 5, 2024, at 10:00 am in Council Chambers.

Adjournment

On the motion of Councillor Allen and seconded by Councillor Hirtle the meeting adjourned at 10:42 am.

Motion carried.

Approval:

Asset Management Committee