MUNICIPALITY *of the*
COUNTY *of* **KINGS**

ASSET MANAGEMENT COMMITTEE

Wednesday May 7, 2025
9:00 a.m. Municipal Complex - Council Chambers
181 Coldbrook Village Park Drive, Coldbrook, NS

1. Roll Call, Welcome, Introductions

2. Election of Chair and Vice Chair position.

3. Approval of Agenda

4. Disclosure of Conflict-of-Interest Issues

5. Approval of Minutes

   a. September 3, 2024

6. Business Arising from Minutes

7. New Business

   a. Review of 2025 Draft Work Plan

8. Next Meeting

   a. June

   b. September

9. Adjournment

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AMC May 7, 2025
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THE MUNICIPALITY OF THE COUNTY OF KINGS
ASSET MANAGEMENT COMMITTEE
Thursday, September 3, 2024
MINUTES

Meeting Date and Time	A meeting of the Asset Management Committee was held on Thursday, September 3, 2024, at 10:00 a.m. at the Municipal Complex in Coldbrook, Nova Scotia.
1. Roll Call	In attendance:
Councilor	Joel Hirtle - Councilor - Chair (Chair)
	Peter Allen – Councillor
	Mayor Muttart
Municipality of the County of Kings:	Brad Carrigan, Director of Engineering & Public Works,
	Chad West, Manager of Information Technology
	Louis Pearson – Manager of Engineering
	Paul Gray – Certified Engineering Technologist
	Luke Swanwick – Certified Engineering Technologist
	Monica Beaton – Geomatics Specialist
	Stephanie Elliott, Recording Secretary
	Steven Selinger, GIS Technician
Regrets:	Michael Edgar – Manager of Environmental Services
	Dick Killam – Councillor
Call to Order	Councilor Hirtle called the meeting to order at 10:07 a.m. Roll call was taken.
2. Approval of Agenda	**On a motion of Mayor Muttart and Councilor Hirtle that the September 3rd, 2024, Agenda be approved as circulated.**
	Motion Carried
3. Disclosure of Conflict of interest issues	None
4. Approval of Minutes	**On a motion of Mayor Muttart and Councilor Hirtle that the February 6, 2024, minutes be approved as circulated.**

Motion Carried

5. **Business arising from Minutes**   None

6. **New Business**   None

7. **Other Business**   None

8. **Next Meeting**   **On a motion of Mayor Muttart and Councilor Hirtle that the next meeting date be called by the new Chair of this committee.**

    Motion Carried

9. **The meeting adjourned at 10:14am**

Approval:

Asset Management Committee

Asset Management Working Group

DRAFT AGENDA

1. **Previous Meeting Minutes/Notes**

2. **Additions to the Agenda**

3. **Business Arising**

4. **Introductions of Working Group / Previous AM Experience**

5. **AM Strategy**
   a. *Reassess/Revise AM Policy and Terms of Reference (TOR) w/ MOK Strategic Plan*
   b. Reassess/Revise Level of Service (LOS) – use AIM Network Model
   c. Plans for Data Capture – students, staff
   d. Plans for Asset Condition Assessment – visual inspection vs age/material/class
   e. Reassess/Revise CoF & PoF, Risk Rating Assessment of Assets
   f. Minimum Overall Condition Index (OCI)
   g. Minimum Strategy for Spare Parts
   h. OMS System Functionality for Village/Town/Provincial Integration

6. **Operational Management System (OMS) / Operational Workflow Processes**
   a. *Assess Needs & Functionality of Existing and Available Software System, Advantages & Benefits*
   b. *OMS Selection and Approval by Council, Contract Negotiations*
   c. Systematic Onboarding of Asset Classes (Sewer, Water, Storm, Roads, Treatment, Facilities, Fleet, Parks, Trails, Open Spaces, Natural Assets)
   d. Additional Data Capture & Reconciliation – students, staff, consultants, other resources
   e. Systematic Onboarding of Existing Asset Data, Install Dates, Materials, Service History
   f. Systematic Onboarding of CoF, PoF, Risk Ratings for all Assets
   g. Systematic Onboarding of Preventive & Predictive Maintenance Plans for all Assets
   h. Systematic Training of Managers & Operational Staff
   i. Systematic Onboarding of Spare Parts Inventory & Mobile Stock Inventories
   j. Capture of Task/Work Order Resource Costing (Labour, Equipment, Materials & Other)
   k. Advanced Training and Onboarding for Managers, Inventory & Planning Coordinators
   l. Refine Asset Failure & Condition Analysis Projections for all Assets

7. **Data Reporting Outward**
   a. *Asset Analysis & Projections for Immediate Capital Budgeting Purposes (next 1-3 years)*
   b. Tangible Capital Asset (TCA) Reporting Outward from OMS Software
   c. Asset Life Cycle Costing Analysis & Projections for Future Budgeting Purposes
   d. Capital Budget Planning based on Current 5-year Anticipated Renewal Plan
   e. Capital Budget Planning based on OCI & Capital Budgeting Scenario Analysis (3-5 years in)
   f. Refine Asset Class Reserves & Policies for Anticipated Infrastructure Replacement Needs

8. **Roundtable Discussion**

9. **Meeting Adjournment**