



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

**ASSET MANAGEMENT COMMITTEE**

Thursday, April 9, 2026

10:00 a.m. Municipal Complex – Council Chambers  
181 Coldbrook Village Park Drive, Coldbrook, NS

**AGENDA**

- 1. Roll Call, Welcome, Introductions**
- 2. Land Acknowledgement**
- 3. Approval of Agenda**
- 4. Disclosure of Conflict-of-Interest Issues**
- 5. Approval of Minutes**
  - a. October 7, 2025**
- 6. Additions to the Agenda**
- 7. Business Arising**
- 8. New Business**
  - a. Asset Management Software Onboarding Update**
- 9. Roundtable Discussion**
- 10. Meeting Adjournment**

*The Municipality of the County of Kings is in Mi'kma'ki, the ancestral, unceded, and current territory of the Mi'kmaq, Peoples. The Municipality of the County of Kings is a neighbour to Annapolis Valley First Nation and Glooscap First Nation, as well as a diverse urban and rural Indigenous population. We are all treaty people and commit to upholding the Peace and Friendship Treaties and working towards reconciliation in all areas of the Municipality.*

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**THE MUNICIPALITY OF THE COUNTY OF KINGS  
ASSET MANAGEMENT COMMITTEE  
Tuesday, October 7, 2025  
MINUTES**

**Meeting Date and Time**                    **A meeting of the Asset Management Committee was held on Tuesday, October 7, 2025, at 10:00 a.m. in the Council Chambers at the Municipal Complex in Coldbrook, Nova Scotia.**

**1. Roll Call**                                In attendance:

*Committee Members*    Tim Harding, Councillor, Municipality of the County of Kings (Chair / voting member)  
Peter Allen, Councillor, Municipality of the County of Kings (Vice Chair / voting member)  
Doug Gates, Councillor, Municipality of the County of Kings (voting member)

*Staff: Municipality of the County of Kings:*  
Brad Carrigan, Director of Engineering & Public Works  
Tyler Honeywood, Manager of Financial Reporting  
Chad West, Manager of Information Technology  
Stephanie Elliott, Recording Secretary

*Regrets:*    None

**Meeting Called to Order**                    Director Carrigan called the meeting to order at 10:02 a.m. Roll call was taken.

**2. Approval of the Agenda**                    **On motion of Councillor Gates and Councillor Allen, that the October 7, 2025, agenda be approved as circulated.**

**Motion Carried.**

**3. Disclosure of Conflict-of-interest issues**                    None

**4. Approval of Previous Minutes**                    **On motion of Councillor Harding and Councillor Allen, that the September 3, 2024, agenda be approved as circulated.**

**Motion Carried.**

**On motion of Councillor Allen and Councillor Gates, that the May 7, 2025, agenda be approved as circulated.**

**Motion Carried.**

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|---|--|
| <b>5. Additions to the Agenda</b>                 | None   |
| <b>6. Business Arising</b>                        | None   |
| <b>7. New Business</b><br>a. Working Group Update | <ul style="list-style-type: none"><li>• Presentation of the Asset Management Working Group Work Plan and the Cartegraph (OpenGov) Implementation Schedule to the AM Committee.</li></ul> |
| <b>8. Roundtable Discussion</b>                   | None   |
| <b>9. Adjournment</b>                             | <b>On motion of Councillor Allen and Councillor Gates, there being no further business, the meeting adjourned at 10:32 a.m.</b>  |

**Motion Carried.**

Approval:

Asset Management Committee

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<b>TO</b>	Asset Management Committee
<b>PREPARED BY</b>	Brad Carrigan, Director of Engineering & Public Works
<b>MEETING DATE</b>	April 9, 2026
<b>SUBJECT</b>	Asset Management Software Onboarding Update

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## **ORIGIN**

- [April 2, 2025 – Special Council approval of 2025/26 Capital Budget](#)

## **RECOMMENDATION**

That the Asset Management Committee accept the Briefing on the Asset Management Software Onboarding Update dated April 9, 2026, for information.

## **INTENT**

To provide an update to the Asset Management Committee (AMC) on the capital project status relating to the onboarding of the OpenGov Asset Management Software.

## **DISCUSSION**

On June 23, 2025, Applied Geologics Ltd (AGL), Guelph, ON was awarded the capital project Contract 24-42 for the annual subscription, supply, onboarding and training of Asset Management Software to be utilized for all Municipal Asset Management (AM) activities. This award includes configuring coordinating Municipal Geographic Information System (GIS) data integration and configuring the customized AM software system to meet the needs of the Municipality.

On July 4, 2025 an internal staffing team was established for the implementation of the new software system, led by the Information Technology (IT) Manager and the Engineering & Public Works (EPW) Director. Key staff were selected to be involved throughout the implementation process, including the EPW managers, Steven Selinger as the GIS lead, as well as Mike Livingstone and Tyler Honeywood as Finance representatives.

Bi-weekly progress meetings with AGL staff were started August 14, 2025, and have continued throughout the 2025/26 year. These meetings are used as an opportunity to discuss regular progress and upcoming project milestones, as well as resolve any system issues which may have arisen.

The immediate objective was to effectively sequence the roll out of the GIS data relationships and data transfer between ArcGIS and the EAM system, along with all Municipal archived asset management software data. To perform this activity with a systematic prioritization given to distinct Municipal asset types; the following sequence of asset onboarding was established:

- September, 2025 – Fixed and Linear Water and Wastewater Assets
- March, 2026 – Parks, Trails and Municipal Facilities Assets
- November, 2026 – Roads, Sidewalks and Stormwater Related Assets

As of March 31, 2026, Fixed and Linear Water and Wastewater Assets have been successfully uploaded to the new OpenGov Software system through a synchronization link to the existing Municipal GIS database. EPW Managers and IT staff have been conducting regular coordination meetings with AGL to

establish improved operational processes and process data collection through the use of online forms and reports. Implementation of these improvements will be immediately realized by Municipal staff with the use of electronic (paperless) work orders and data collection using iPad tablet peripherals. This will be a transformational improvement for improving communication between staff and managers, communication between divisions/departments, as well as improvements for process data collection, cost collection and analysis of all Municipal tasks and work orders.

Currently the Municipality is testing the recent onboarding of the Water and Wastewater Asset Types utilizing a mock “Test System” setup, prior to going live with a full “Production” system. Designated EPW staff have started to upload actual employee data and equipment data, that is being used to test the system with live assets, staff, equipment and expenses; and provide local real information that will assist all employees during system training.

It is planned for the system to go live by the end of April. The IT department will also be issuing a few iPads to the EPW Managers to allow review and training from both a desktop and field-based tablet perspective. Following comprehensive manager orientation, training and onboarding, then key staff will begin system training using this software. Following the onboarding of water and sewer assets, the remaining asset types will be uploaded and coordinated by management staff. A complete onboarding schedule from AGL has been included in Appendix A.

## **FINANCIAL IMPLICATIONS**

- There are no additional Financial Implementation associated with this Briefing Note. Report update is for informational purposes of the AMC.

## **STRATEGIC PLAN ALIGNMENT**

<input checked="" type="checkbox"/>	Strong Communities	Critical Infrastructure Management
	Environmental Stewardship	
	Economic Development	
	Good Governance	
<input checked="" type="checkbox"/>	Financial Sustainability	Asset Management
	Other	

## **APPENDICES**

- Appendix A: OpenGov Asset Management Onboarding Plan

## **APPROVALS**

Chad West, IT Manager, Finance & IT Department

March 31, 2026