

Township of Billings
Asset Management Meeting
August 29, 2019

Present: Mayor Ian Anderson, Sharon Alkenbrack, Floyd Becks, Bob Clifford, Michael Hunt, Sharon Jackson, Kathy McDonald

Regrets: Bryan Barker

1. Open
Motion by Michael Hunt, seconded by Sharon Alkenbrack
That the meeting be opened at 7 p.m.
Carried
2. Approval of the Agenda
Motion by Sharon Alkenbrack, seconded by Michael Hunt
That the agenda for the August 29, 2019 meeting be accepted.
Carried
3. Disclosure of Pecuniary Interest
There was no disclosure of pecuniary interest.
4. Adoption of Minutes
There were no previous meeting minutes to adopt.
5. Delegations
There were no delegations
6. Committee Reports
N/A
7. Old Business
N/A
8. New Business
 - a) Municipal Office.
Kathy brought the committee update on the municipal office. The floor slab is currently being engineered. Any changes to the floor plan should be decided now so that they can be included in the contract tendering.
Costs to date, including engineering, is \$75,000, total budgeted for 2019 is \$170,000.
Other expenditures were discussed.
The committee members commented on the source of the oil spill and the fact that the building is a heritage building and needs to be repaired.
The committee commented on having to have a safe environment for staff.
Discussion on long term plan for the municipal office the office is too small for the current staff.
Discussion that there should be a plan to build a new municipal office, in the future.
Insulation, new flooring and lowering the ceiling should be done. Possibility of portable cubical partitions to allow for a bit more privacy.

Floyd suggested that a good future use of the municipal office would be a marina shower building/public washrooms.

Storage Unit at JK Automotive has been rented to allow for storage of documents as well as any items not moved to the park centre during renovations.

Kathy is hopeful that the office can move to the Park Centre right after Christmas in Kagawong and be back in the municipal office by May.

b) Firehall Update

Mark Love has started on the installation of the shower at the Fire Hall, which is the last budgeted item for 2019. The mould on the backwall needs to be replaced so Council will need to plan for repairs to the building in the future.

Ian talked to the Chief and Deputy Chief this fall and they say that the current building is of sufficient size for the fire department.

c) Landfill

Discussion regarding landfill. The landfill needs to be managed properly.

Kathy suggested that the township consider hiring Pinchin Engineering to complete a Sequential Waste Fill and Closure Plan so that we can better manage the landfill. This would allow us to fill sections and then close them while applying for an expansion of the landfill. The cost of this is \$8000.

Discussion regarding landfill and how it should be managed.

Kathy suggested reconfiguring the area where the garbage and recycling is placed shorten the hours the landfill is open and have two attendants to enforce the by-laws.

d& e) Review of Capital Assets and Asset Management Planning

Kathy advised Council that we needed to review our capital assets, plan for future capital projects and that an Asset Management Plan is required by legislation. Kathy advised the committee that there was an asset management course that commenced on Sept 9 and she would like to take it. The committee was in favour of this.

Mayor Anderson discussed the Asset Management Culture session he attended at AMO and the good ideas that were given. The township needs a mission statement, strategy, objectives and goals. Ian suggested that the mission statement could be "we strive to meet our residents needs in a professional and friendly manner.

We need to strategize, determine objectives and set goals.

The Committee prioritized the list from the January 23, 2019 Committee of the Whole meeting.

1. Old Mill
2. 2015 GMC half-ton truck
3. Fire Hall
4. Landfill
5. Old Mill Road Bridge
6. Public Washrooms/showers
7. Water distribution in-ground infrastructure
8. Bridal Veil Falls stairs
9. Library stairs

9. Correspondence

There was no correspondence for this meeting

10. Information
There were not items for information.
11. Accounts for Payment
n/a
12. Closed Session
n/a
13. Confirming By-Law
n/a
14. Adjournment
Motion by Michael Hunt, seconded by Sharon Alkenbrack
That we adjourn from this meeting at 9:45 p.m.

Next Meeting Monday, September 30, 7 p.m.