



**WORKING GROUP  
DECEMBER 3, 2014  
TELECONFERENCE  
MEETING NOTES**

**In Attendance:** Russell Crook, Lam Huynh, Elena Loukin, Christina Parkins, Joel Sanchez, Christine Whalen and Rick Wojtkiw

**Notes:** Candace Coombs

**Absent:** Scott Beeby, Matt Dow, James Friesen, Joline McFarlane, Ian Perry, Scott Sillers and Eduardo Sosa

**1. Welcome**

Russell welcomed those able to attend and called the meeting to order at 11:06 am.

**2. Agenda**

The agenda was accepted, as presented.

**3. Review November 12<sup>th</sup> Meeting Notes**

The Meeting Notes for November 12<sup>th</sup> were reviewed and accepted, as presented.

**4. Website Update**

Joline was not in attendance to provide an update. Elena advised there are already 8 signed up for the February workshop without even an agenda.

**5. Workshops**

a. October 8<sup>th</sup>, 2014 Workshop Evaluation - Recap

Working group members looked at the new list of ideas from the workshop evaluation recap.

Candace added the link to the asset management tool from CityWide Software has not been made available. The Meeting Notes for the October 8<sup>th</sup> workshop will say *for anyone interested in the link, please contact Citywide Software directly.*

b. February 11<sup>th</sup>, 2015

i. Workshop Topics and Presentations

Joel thought a round table session would be good. Elena added a survey of the distribution list of members would be a good idea for desirable themes. Christine suggested such a survey could be added to the workshop evaluation form for the

next workshop.

A rough draft for the February workshop agenda could look something like this for a round table session plus presentations.

AM

1. Home-Spun Asset Management System  
Sheila Kitz, County of St. Paul
2. Asset Management Roadmap – Conceptual document  
Strathcona County – Utilities Department only

PM 1:00 – 3:00 pm

3. How to Develop an Asset Management Policy – Round Table

Russell said he has pointed to their (City of Red Deer) Asset Management policy even with senior management. Christina said St. Albert has a new Asset Management policy just developed in the last two weeks. Elena added needed will be examples of how to do the Asset Management policy including:

2. who should lead;
3. how to start the process, and
4. to inspire someone to lead.

Christina said she heard from a consulting engineers pilot project for Asset Management plans for small municipalities and suggested they call Russell. This may be an opportunity for the February 2015 workshop Agenda. If not, it could go on the June 2015 Agenda.

**Christina will email Russell and cc Candace with the contact details for the Consulting Engineers Pilot Project.**

Candace will draft a workshop agenda for February 11<sup>th</sup>. Joel will draft a quick mini survey on Asst Management policies including when the policy was created, attaching a copy of the policy.

**Candace will send out an email to the distribution list asking those interested to complete the mini survey and get their results back 1-2 weeks prior to the workshop.**

**6. Grant Funds Update**

Candace presented a spreadsheet of the grant funding. For 2014, a total of \$8,028 for expenses has been used up of the \$19,680 grant.

This grant is finite. Russell talked with Rick recently. How do we become self sufficient and sustainable? Do we sell memberships? We would like to keep it simple working

toward a common goal. Joel proposed a question for the June workshop evaluation. "Are you willing to pay a membership fee based on the size of your municipality to be a part of this group?" The results would offer some idea of what members are thinking.

## **7. Other Business**

### **a. Future Sponsors for Workshops**

Christina advised Alberta Municipal Affairs could sponsor the June 10<sup>th</sup> workshop. The cost to sponsor a workshop is in the \$1,200-\$1,500 range. Lam suggested AMA could trade with the City of Calgary and sponsor the February workshop if that works better for them.

Elena added Strathcona County could be a possibility for the fall (October 7<sup>th</sup>) workshop. Elena will need to confirm first and then get back to the working group about such a sponsorship.

### **b. Size of Group – Coffee Breaks and Refreshment Monitoring**

Service levels at the CrossRoads Church have been slipping the past year. Alternative spots to hold these meetings could include a hotel (maybe the Sheraton) or community centre in the area.

Sound was not so good at the October workshop in the new room location. A lapel mic and PA system will be requested for future workshops.

## **Candace will investigate rates the Sheraton would charge for such workshop meetings as a comparison.**

### **c. Terms of Reference**

The draft Terms of Reference document needs to have the IAMA logo and page numbers added to it. This item was accepted as information.

## **8. Next Meeting Date**

The working group was in agreement that the first Wednesday of each month from 11-Noon works well for the teleconference meetings. Lam will send out teleconference confirmations for 2015.

Next Teleconference: January 7<sup>th</sup> from 11:00 am to Noon

## **9. Adjournment**

The meeting was adjourned at 12:01 pm.