



**WORKING GROUP
JANUARY 7, 2015
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Matt Dow, James Friesen, Lam Huynh, Elena Loukin, Christina Parkins, Ian Perry, Scott Sillers, Eduardo Sosa and Rick Wojtkiw

Notes: Candace Coombs

Absent: Joline McFarlane, Joel Sanchez and Christine Whalen

1. Welcome

Russell welcomed those able to attend and called the meeting to order at 11:03 am.

2. Agenda

Russell asked if there were any additions or changes to the Agenda. Matt Dow asked to have Item 7b. Mini Project on Asset Management added to the Agenda.

The agenda was accepted, as amended.

3. Review December 3rd Meeting Notes

The Meeting Notes for December 3rd were reviewed and accepted, as presented.

Christina advised she has no update on the Consulting Engineers Pilot Project yet.

Candace asked about the survey on Asset Management Policies. It is ready to be sent out *as is*, or are there items to still be reviewed? Elena talked about consistency with the wording in the survey. Is it just about “policy” or is it also about the “Plan” and “other framework” as well?

Everyone felt comfortable with sending the survey out *as is*. Responses will be requested by end of day on January 21st. Results can be adjusted at the round table during the February 11th workshop.

Candace will send out the survey to the distribution list, asking for responses no later than January 21st.

4. Website Update

Joline was not in attendance but did send an update on the website.

- Invoices are all paid

- Upcoming February 11th workshop RSVP is posted on the site – already have 11 replies.
- February 11th workshop Agenda will be posted on the site as soon as it is finalized.

Items still being worked on:

- Testing of the discussion forum
- Adding new members and deleting any others
- Additional content or pictures to contribute

Candace asked everyone to test the link to the working Group page and advise if they have any problems getting into that area.

Candace asked everyone to please RSVP for the upcoming workshop on February 11th to have a better idea on final numbers for room setup and catering requirements.

5. Workshops

a. Draft Agenda for February 11th

i. Workshop Topics and Presentations

AM 9:00 am to Noon

1. Home-Spun Asset Management System

Sheila Kitz, County of St. Paul is confirmed

2. Asset Management Roadmap – Conceptual document

Strathcona County – Utilities Department only

Elena Loukin, Strathcona County to present. Elena advised she would like to present this to her Executive team prior to presenting at the workshop.

PM 1:00 – 3:00 pm

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

Lam advised he will not be able to attend the February 11th workshop.

A leader will be required for this round table session on Asset Management Policy. Eduardo said he could help facilitate, or lead this session. Elena asked about summarizing the session results in bullet point format. Candace advised she would be taking notes as at previous workshops. Russell added he felt this should be an informal discussion with the Lead to ask direct questions of the participating group.

With respect to catering requirements:

- Continental breakfast will be available before the meeting starts
- Lunch will end at 1:00 pm.
- The round table session is from 1-3 pm. No pastries will be required in the afternoon; only coffee/tea and water will need refreshing. Any leftover snacks from the morning will be set out again.

Sponsors for 2015 workshops will be:

- February 11th - Alberta Municipal Affairs
- June 10th - The City of Calgary
- October 7th - Strathcona County

6. Grant Funds Update

This will be a standing item on Agendas to keep the working group updated on where the grant funding is at.

7. Other Business

a. Future Sponsors for Workshops

All workshops for 2015 have been sponsored. This item will be added to the Agenda when the 2016 workshops are being contemplated.

Russell added that corporate sponsorships are not being considered at this time.

b. Asset Management Mini Project

Matt advised AAMDC is working with a consultant on capacity building only and thought this may be an item that could be presented at the June workshop. Matt asked the group if his consultant could attend the February workshop. Everyone was okay with Matt inviting his consultant to attend the February 11th workshop for observation.

c. Candace advised she received an email from Sue Bohaichuk with AUMA saying they would be happy to promote the upcoming workshop through their weekly newsletter. The working group did caution that our audience for these workshops is not Councillors.

Perhaps a link could be provided from AUMA to IAMA.

8. Next Meeting Date

The next teleconference will be on January 28th in preparation for the upcoming workshop. Timing will be from 10:30 am to 11:30 am.

Lam will set up this teleconference for January 28th from 10:30 am to 11:30 am

Therefore, the next regular meeting scheduled for February 4th may or may not be needed before the actual workshop date of February 11th.

9. Adjournment

The meeting was adjourned at 11:58 am.