



**WORKING GROUP  
APRIL 5, 2017  
TELECONFERENCE  
MEETING NOTES**

**In Attendance:** James Friesen, Steven Hove, Shaffin Kherani, Elena Loukin, Joline McFarlane, Christina Parkins, Ian Perry, Wyatt Skovron and Andre Ulloa

**Notes:** Candace Coombs

**Absent:** Russell Crook, Lam Huynh, Ed Kaemingh, Zimran Khokhar, Sheila Kitz, Lorin McConnell, Bhupesh Sakalley, Joel Sanchez, Scott Sillers, Jason Tillsley and Mat Steppan

**1. Welcome**

Elena welcomed those able to attend and called the meeting to order at 1:05 pm.

**2. Adoption of Agenda**

Elena asked if there were any changes to the Agenda. The Agenda was accepted, as presented. Working Group members present talked about starting the teleconference meetings at 1:30 pm instead of 1:00 pm to allow everyone the chance to return after lunch and be back in plenty of time to get ready for the teleconference. **Candace will have future meetings start at 1:30 pm.**

**3. Review/Adoption of Meeting Notes for Teleconference Meeting**

Elena asked if there were any changes to the Meeting Notes for January 4, 2017, Workshop Meeting Notes for February 8, 2017 and Recap Meeting Notes for February 8, 2017. The Teleconference Meeting Notes for January 4, 2017 were accepted, as amended. Workshop Meeting Notes for February 8, 2017 and Recap Meeting Notes for February 8, 2017 were accepted, as presented.

**4. Website Update**

Candace advised there is no update on the website for this teleconference meeting.

**5. Workshop Evaluations Recap for February 8<sup>th</sup>**

Candace advised this recap was provided in March and although there was not a teleconference held in March, all working group members received the recap for reference. It is a good document to gain ideas from for future workshop topics, themes and suggestions.

## 6. **Next Workshop – June 21, 2017**

### a. Sponsors

Sponsors are in place for the June workshop: Alberta Municipal Affairs and the City of Airdrie. Candace will email out the catering and facilities paperwork to both Christina and Joline in the next short while.

**Candace will email out the catering and facilities paperwork to both Christina and Joline in the next short while for the June 21<sup>st</sup> workshop.**

### b. Topic Ideas

- i. Grants Update, JD Kliewer, AMA - Confirmed
- ii. FCM Grant Funding – Application Completion, Kate Fleming - Confirmed
- iii. The Webinar Outcome, Public Sector Digest (proposed session)  
Working Group members talked about the PSD webinar. Both Elena and Joline watched the webinar and advised PSD would need a municipality as a partner in order to present this webinar. Perhaps another workshop with “software” as a theme might be a better fit where Vendors could showcase their products, almost a mini trade show.
- iv. Latest AM News  
This 10-minute slot will be added to the June 21, 2017 workshop agenda right after lunch. The working group will engage the audience to have them come up with news items for future workshops.
- v. Workflows, Lessons Learned – Case Study, AAMDC  
Perhaps this topic could be looked at for the afternoon. Wyatt advised we could have 3-4 municipalities with prepared presentations (15-20 minutes each) looking at things from a practical perspective and how this can be applied to other municipalities. Elena suggested the focus should be on one thing to showcase the challenges and innovation for each of the “panel” municipalities. A better title will be needed for this session as well.  
Wyatt will work on developing the scope and parameters for this afternoon session and draft something in the next week or so to circulate to working group members for review and discussion.

**Wyatt will work on developing the scope and parameters for an afternoon session on Workflows and Lessons Learned and draft something in the next week or so to circulate to working group members for review and discussion.**

- vi. Additional Topics and Theme Ideas  
Steven suggested the City of Edmonton’s case study on MCA and Risk-Based Approach to Capital Planning from the IIMM (International Infrastructure

Management Manual) would make a good additional session topic for the June Workshop. Shaffin will take a look at this idea and consider presenting this case study for June.

**Steven will scan the pages from the IIMM on Edmonton's case study and email them to Shaffin for consideration as a session for the June Workshop.**

**Candace will draft an Agenda for the June 21<sup>st</sup> Workshop once the balance of items discussed above have been confirmed.**

**7. Future Workshops**

a. October 11, 2017 - Sponsors

Candace advised currently we have Sturgeon County as one co-sponsor. Perhaps the City of Edmonton may be in a position by October to consider as the second co-sponsor. Shaffin will advise.

**8. Sustainability**

Candace advised there is no update available for this teleconference meeting.

**9. Other**

a. Revised Report for CNAM RRT

Elena provided a draft of the RRT Report for 2017 and asked working group members for suggestions up to 3 years on what we, as a group, can plan for on FCM funding. Working group members should email Elena with their suggestions.

**Working group members were asked to email Elena with their suggestions for up to 3 years on what IAMA can plan for on FCM funding.**

b. MAMP – Call for Peer Reviewers

Working Group members wondered if there would be any conflict of interest in IAMA sending this Call for Peer Reviewers out. The criteria is well set out for Peer Reviewers, so conflict of interest is not an issue. Working Group members agreed the Call for Peer Reviewers should be sent out to the distribution list.

**Candace will send the Call for Peer Reviewers for MAMP out to the distribution list.**

**10. Next Meeting Date**

Teleconference meeting: May 3, 2017 from 1:30 pm to 2:30 pm

Next Workshop: June 21, 2017 from 9:00 am to 3:00 pm

**11. Adjournment**

The meeting was adjourned at 1:50 pm.