



**WORKING GROUP
APRIL 6, 2016
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, James Friesen, Ed Kaemingh, Shaffin Kherani, Ian Perry, Joel Sanchez, Wyatt Skovron and Mat Steppan

Notes: Candace Coombs

Absent: Christine Della Costa, Lam Huynh, Elena Loukin, Christina Parkins, Sheila Kitz, Joline McFarlane, Scott Sillers and Jason Tillsley

1. **Welcome**

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

2. **Adoption of Agenda**

Russell asked if there were any changes to the Agenda. The Agenda was accepted, as presented.

3. **Review/Adoption of Meeting Notes – March 2, 2016**

The Meeting Notes for March 2, 2016 were accepted, as presented.

4. **Next Workshop – June 8, 2016**

a. Theme

Vertical Assets – Am & TCA Reporting

b. Sponsors

City of Calgary & Alberta Municipal Affairs

c. Ideas for Topics

i. Organizational Framework

Elena's idea was how is structure implemented in the municipality's AM & TCA reporting. Joel suggested an organizational chart on people and duties. Joel will send his org chart to Elena to start with as a reference. Russell added he would dig up the org charts he has on file from Australia and sent those to Elena as well.

Joel and Russell will send their org chart to Elena to start with as a reference.

ii. Building Disposals – TCA Issue

The City of Calgary is committed to doing a presentation to deal with TCA reporting for Building Assets to include disposal and a demonstration on the tool their team has developed to support TCA disposal.

iii. Solar Energy in Municipal Buildings

Matt advised his contact at NAIT (Jim Sandercock) is very interested in presenting at the June 8th workshop, but asked what the level of knowledge around renewable energy might be for this group. Everyone agreed the workshop attendees would have a varied level of experience with renewable energy so the presentation should be general in nature and include 'Solar on Buildings' (economic and environmental equation).

iv. Municipal Climate Change Action Center (AUMA/AAMDC)

Wyatt advised this presentation may not be directly focused on Asset Management, but rather an overview of funding to municipalities to retrofit and invest in solar. Russell added that if we spill out beyond Vertical Assets with this presentation that would be okay as the conversation could lead to resilient infrastructure for flood and droughts applications.

Wyatt will email Candace with the presenter's name once he has one confirmed from the Action Centre.

v. Other Ideas for presentations

Joel suggested implementation of the energy model with asset planner. (Ameresco). This would include energy consumption/management for gas and water. There could be tandem municipal and case studies available. This could be called 'Performance Metric and Implementation of Life Cycle and Energy Model in Facilities'.

Russell suggested 'Digital Mapping' as another topic for a future workshop session.

5. Sustainability Discussion

a. GFOA website for payments

Candace advised she is still waiting for the GFOA website programmer to provide an estimate on costs to add a link on the GFOA website to facilitate payments for workshop attendees in the future.

Joel suggested he thought that a \$30 charge for workshop attendees sounded low. Russell answered by saying that he has a spreadsheet on costs and will send that out again to the working group. Russell added that value for

attendance at these workshops is good.

Russell will re-send the spreadsheet on costs for these workshops to the working group.

Joel added that the City of Lethbridge will sponsor the workshop for the February, 2017 date.

Candace will check with Linda at Crossroads on the name for room at 60-100 person capacity. The charge for this room will be \$150.

6. Other

a. NAMS Training email to IAMA Distribution List

Joel informed the working group that there have been 3 emails received by City of Lethbridge staff around NAMS Training in the past short while.

- The first one came from Gordon Sparks with Atana.
- The second one came from Chris Champion. Lethbridge attended NAMS training in the past.
- The third one came from Candace on upcoming NAMS workshops in Alberta

Joel reiterated the Anti Spam legislation in place since July of 2014 and the “consent for use” of email addresses in distributing such information. Russell went on to say that our distribution list is not distributed to anyone outside our IAMA group.

Candace advised the GFOA dealt with the anti spam issue back in 2014 by emailing their membership list and asking members to indicate that they either consent or do not consent to receive electronic emails and other electronic messages.

Candace will draft a letter on anti spam and bring it to the May teleconference for review.

b. Latest AM News Corner

Candace advised Elena requested to have this item added to the April Agenda for discussion. As Elena was unable to make this April teleconference, this item will be deferred to the May teleconference.

Candace will bring ‘Latest AM News Corner’ forward to the May teleconference for discussion.

c. **CNAM Draft Outline**

Russell advised FCM Infrastructure Canada struck a regional round table sub committee made up of members from BC, Alberta, Saskatchewan, Manitoba, Ontario (2) AIM (Atlantic Provinces), Yukon and Northwest Territories. CNAM as requested a quick information sheet on details on IAMA. Elena has prepared a draft for this. Russell will finish the outline and send it out. There should be 3 not 4 workshops per year for IAMA showing in the outline.

Russell confirmed that Elena will not be going to Halifax for the conference this year. If anyone else is planning to attend, please let Russell know. He is going. Both Joel and Ian thought they may attend.

Anyone planning to attend the CNAM Conference at Halifax, please confirm with Russell.

7. Next Meeting Date

Teleconference: May 4, 2016 from 11:00 am to Noon

8. Adjournment

The meeting was adjourned at 11:57 am.