



**WORKING GROUP
AUGUST 3, 2016
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Christine Della Costa, Lam Huynh, Ed Kaemingh, Shaffin Kherani, Sheila Kitz, Christina Parkins, Ian Perry, Wyatt Skovron and Mat Steppan

Notes: Candace Coombs

Absent: James Friesen, Elena Loukin, Joline McFarlane, Joel Sanchez, Scott Sillers and Jason Tillsley

1. **Welcome**

Russell welcomed those able to attend and called the meeting to order at 11:07 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: May 4, 2016 & June 8, 2016**

The Meeting Notes for the June 8th workshop were in draft form, awaiting some final details. The Meeting Notes for May 4, 2016 and June 8, 2016 will be brought forward and accepted at the September 7th teleconference.

Candace will add the final details to the June 8th workshop Meeting Notes and get them up on the website prior to having them accepted at the September 7th teleconference.

4. **Next Workshop – October 12, 2016**

a. Suggested Theme: AM Framework

Sheila said that Golnaz Azimi with Urban Systems is struggling with this topic, as the standard framework is “context” based. Implementation, challenges and ways to deal with those would be preferred. Christine agreed with that approach from small, medium and large municipalities – urban versus rural and the distinction between them. Sheila went on to add that the County of St. Paul may have their policy/case study and strategic document ready by the date of this upcoming workshop. Russell said the City of Red Deer’s policy is outdated. Lam added Calgary

is currently reviewing everything within their business units, but will check and get back to the team on Calgary's policy. Christine asked if sharing policies gets to the roles and responsibilities – look at:

- Authority
- Responsibilities
- Challenges trying to implement
- Pitfalls and lessons learned

b. Sponsors

ASET and County of St. Paul

c. Workshop Program Topics

i. Organizational Framework (confirmed)

Sheila Kitz, County of St. Paul & Golnaz Azimi, Urban Systems

Sheila advised she will not be attendance at the September teleconference and asked that Golnaz attend in her place.

ii. Mapping & Tracking of Assets (awaiting confirmation)

Dianne Michalak, DGE 3DMM

Candace will contact Dianne Michalak to confirm her presentation is a go.

iii. Grants Overview (confirmed)

Christina Parkins advised this overview should be about 45 minutes.

Jason Waywood, who was with AUMA but now back with the Province, may be doing the Overview. Jason attended our last workshop in June.

d. Other Ideas

i. Vertical Assets (could be incorporated into afternoon session)

- Inventory structure
- Best/Common Practice to Have Inventory Structured
- Hierarchy Numbering

ii. Life Cycle Strategies

- Replacement
- Renewal

iii. Certification on ISO from the Institute for Asset Management of Canada

Iain Cranston, CH2M (to be confirmed)

Russell advised this is a 3-day course for ≤ 25 with a list of recommended

reading materials provided. Following successful completion of the exam is a professional certification in Asset Management. There is a possibility to challenge the exam having not taken the 3-day course. Costs for this course include the exam. Fees to be confirmed.

Russell will contact Iain Cranston to confirm his presentation.

- iv. Western Canada Water and Wastewater Association (WCWWA)
Oscar Aular, Infrastructure Engineer, The City of Calgary is doing a presentation to the WCWWA in September called Asset Management-From Theory to Practice that could also be done at the October 12th workshop.

Lam will speak with Oscar Aular to confirm his presentation.

- e. **Additional Ideas Received from Workshop Evaluations**
 - i. Round table or panel discussions socially on merging or undecided issues
 - ii. Debates on issues
 - iii. Municipal sustainability
 - iv. Asset rating
 - v. Asset repository (could be included in mapping/tracking of assets)

5. Sustainability Discussion

- a. GFOA website for payments
When Attendees RSVP for the October 12th workshop, they will be charged \$30/person as a second step to the RSVP procedure.

A discussion around speakers and sponsors followed as to protocol for these individuals when it comes to RSVPs. Everyone agreed that speakers will not be required to formally RSVP on the website. For sponsor municipalities/associations, the first two spots would also not need to go through the RSVP process; additional spots past the first two would need to RSVP and pay for their spots.

Candace agreed that these spots at no charge will need to be incorporated into the final numbers for catering purposes.

6. Other

- a. Anti Spam Communication to Distribution Group members
Candace will investigate if there is an “opt out” or unsubscribe option on the website to members of the Distribution Group prior to sending out the anti spam legislation letter. If not, an “unsubscribe” option will need to be incorporated into the anti spam letter.

Candace will ask Joline McFarlane if an unsubscribe option is available on the website or not.

b. Latest AM News Corner

Elena was not in attendance at the meeting to provide an update. This item will be deferred to the September teleconference.

7. Next Meeting Date

Next Teleconference: September 7, 2016 from 11:00 am to Noon

Next Workshop: October 12, 2016 from 9:00 am to 3:00 pm

8. Adjournment

The meeting was adjourned at 11:53 am.