



**WORKING GROUP
DECEMBER 7, 2016
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Steven Hove, Ed Kaemingh, Sheila Kitz, Elena Loukin, Christina Parkins and Ian Perry

Notes: Candace Coombs

Absent: Christine Della Costa, James Friesen, Lam Huynh, Shaffin Kherani, Lorin McConnell, Joline McFarlane, Joel Sanchez, Scott Sillers, Wyatt Skovron, Mat Steppan, Jason Tillsley and Andre Ulloa

1. **Welcome**

Russell welcomed those able to attend and called the meeting to order at 1:04 pm.

2. **Adoption of Agenda**

Russell asked if there were any changes to the Agenda. 3a. Website update, 4c.v. TCA Component and 7c. CNAM Regional Board Workshop were items added to the Agenda. The Agenda was accepted, as amended.

3. **Review/Adoption of Meeting Notes for November 9, 2016 Teleconference Meeting**

Elena advised the date appearing on the November 9th Meeting Notes read as September 7th. Candace will update those Meeting Notes with the correct meeting date. The Action Items were also reviewed. The teleconference Meeting Notes for November 9, 2016 were accepted, as amended.

a. **Website Update**

There have been some issues with getting the website updated with current and previous documents and presentations, as well as someone having difficulty getting in to the website. Joline was not present to provide a website update at this teleconference meeting.

4. **Next Workshop – February 8, 2017**

a. Theme or no Theme

The working group determined there is no obligation for a theme at each workshop. Therefore, there will be no theme for the February 8, 2017 workshop.

b. Sponsors

- The City of Red Deer has confirmed they will co-sponsor
- Candace will email Joel to see if the City of Lethbridge would agree to be the other co-sponsor.

Candace will email Joel to see if the City of Lethbridge would agree to be the other co-sponsor for the February 8, 2017 workshop.

Candace advised the CrossRoads Church has requested in the future the co-sponsors pay by credit card only. A suggestion was made to ensure timely payment from the co-sponsors by arranging to meet with Linda at the Crossroads Church at a specific time on the day of each workshop with credit card in hand.

While the working group was talking about sponsors, Christina advised that Alberta Municipal Affairs and The City of Calgary have typically co-sponsored the June workshop each year and that she was again prepared to co-sponsor the June 2017 workshop. Candace will email Lam to see if The City of Calgary would agree to be the other co-sponsor for the June 2017 workshop.

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Additionally, Russell will continue to solicit for Sponsors at each of the workshops.

c. Topic Ideas

- i. Alberta Common Ground Alliance - Underground Infrastructure
Confirmation from Mat on who will be presenting on this is still to come.
- ii. FCM & Grant Funding
Confirmation from Christine to follow.
- iii. Alberta Safety Codes Council – National Energy Codes
Mat still working on finding someone for this presentation at the February 2017 workshop.
- iv. AMIS (Asset Management Information Service)
Ian advised MCP Consulting is making travel arrangements planning to present at the February 2017 workshop. If, however, the consultant cannot make it, Ian will provide a presentation from Aquatera Utilities.
- v. TCA Reporting
Lam was not present at this teleconference meeting. Candace will email Lam to see if The City of Calgary would be interested in providing a presentation

of TCA reporting (ie. pipes?) for the February 2017 workshop.

Candace will email Lam to see if The City of Calgary would be interested in providing a presentation on TCA Reporting at the February 2017 workshop.

- vi. Municipal Benchmarking Results
Bruce, stationed in St. Catherines, from Associated Engineering, did a municipal benchmarking exercise with Ontario: Cities of Thunder Bay, Niagara Falls, Chatham and Peterborough, Saskatchewan: City of Regina, Alberta: Cities of Medicine Hat/Lethbridge and BC: City of Kamloops with a 16-question questionnaire. Would Associated Engineering allow the results to be provided at the February workshop as information? Candace will email Joel on this request.

Candace will email Joel to see if Associated Engineering would allow the results from their questionnaire to be provided at the February 2017 workshop.

Candace will put together a draft Agenda for the February 2017 workshop based on the above presentation options.

5. Future Workshops

- a. June 14, 2017 – Conflict with Date
Russell advised he would be away at a conference on June 14th. The Working Group determined Russell should be in attendance at our workshops so agreed to try and change the June date accordingly. Candace will email Linda at the CrossRoads Church about the change in the June 2017 date to June 21st instead of June 14th.

Candace will email Linda at the CrossRoads Church requesting to change the June 2017 workshop date from June 14th to June 21st.

- b. October 11, 2017
This October workshop date is confirmed for 2017.

6. Sustainability

- a. Grant Update
Candace recapped on the Regional Collaboration Grant funds applied for by GFOA through Alberta Municipal Affairs. Working Group members received a copy of this spreadsheet for their information. As of October 12th, 2016, there is a balance of unused grants funds still available of \$3,954.28. Once December rolls around, Candace will issue a final invoice for her time for 2016. The amount for November and December work has not been deducted from this total yet.

With something over \$3,000 remaining unused to the end of 2016, Christina is working on details to extend the term of funding by one more year.

The additional revenue stream of workshop registration fees provided a net revenue for the first workshop at \$1,410.71. This registration fee is to cover the costs for administration and website for IAMA. The registration fee currently charged at \$30/person will be re-evaluated after the October 11, 2017 workshop to determine if there is a need to increase the registration fee to cover these costs going forward into 2018.

7. Other

a. CNAM 2017 Conference: May 15-18, 2017 at Calgary

Russell advised this conference is a work in progress with the brochure sent out for printing soon. Both Elena and Ian have stepped up to sit on the committee for the Calgary conference in 2017. Russell asked Working Group members to promote the conference and advised he will bring more postcards for the 2017 conference to the February 8, 2017 workshop.

Russell will bring more postcards for the 2017 CNAM Conference with him to the February 8, 2017 workshop to assist with conference promotion.

b. Latest AM News Corner

Elena advised this could be a 10-minute slot of time during each of the workshops. News items will be the *flavour of the day* on issues like partnerships, conferences and funding. This 10-minute slot will be added to the February 8, 2017 workshop agenda right after lunch with the Working Group coming up with suggestions of news items. The working group will engage the audience to have them come up with news items for future workshops.

c. CNAM Regional Board workshop

Russell initiated the process of developing regional workshops and considers it a value to membership for these in-person workshops.

Russell advised this regional board workshop is considered a revenue generating opportunity and service provision. Is there a way to have one of our workshops as a CNAM event with revenue sharing between IAMA and CNAM? Russell will ask CNAM to provide us with some ideas on their agenda for us to solicit interest in such an approach.

Russell will ask CNAM to provide some ideas on their agenda for IAMA to solicit interest in such an approach of revenue sharing.

8. Next Meeting Date

First teleconference meeting in 2017: January 4, 2017 from 1:00 pm to 2:00 pm.
Next Workshop: February 8, 2017 from 9:00 am to 3:00 pm

Candace will send out calendar invitations to all working group members for all teleconference and workshop dates in 2017

9. Adjournment

The meeting was adjourned at 2:03 am.