



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

**In Attendance:** Jennifer Jabs, James Friesen, Lam Huynh, Shaffin Kherani, Sheila Kitz, Elena Loukin, Christina Parkins, Ian Perry, Wyatt Skovron and Mat Steppan

**Notes:** Candace Coombs

**Absent:** Russell Crook, Ed Kaemingh, Joline McFarlane, Joel Sanchez, Scott Sillers and Jason Tillsley

1. **Welcome**

Lam welcomed those able to attend and called the meeting to order at 11:02 am.

2. **Adoption of Agenda**

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

3. **Review/Adoption of Meeting Notes – November 4, 2015**

The working group reviewed the Meeting Notes for November 4, 2015. The Meeting Notes for November 4, 2015 were accepted, as presented.

4. **Next Workshop – February 10, 2016**

a. Proposed Presentations

- i. Asset Management Handout/Toolkit Project for Small Municipalities  
Consulting Engineers Association (CEA) 45-60 min

Christina still needs to get hard confirmation from this group in the next week or so. Jennifer asked if the toolkit has been released yet. Chris advised they should be rolling out the toolkit in late December or early January.

**Christina still needs to get hard confirmation from CEA**

- ii. Optimizing Levels of Service 30 minutes, plus questions  
OPUS (Cheri Fuchs)

Elena to confirm for February workshop with a 10:00 to 10:15 am start.

**Elena to confirm time and municipal client Cherie Fuchs will be presenting with**

- iii. Overview of Grants and Sources  
Alberta Municipal Affairs

Christina said this would not be ready for the February workshop, but perhaps June or October instead. Lam asked if all municipalities must have an Asset Management plan in place by 2017? Christina said this had not been finalized yet. Sheila added Rod Hawkings representing ARMA though the province to be pushing to have Asset Management rolled out at the committee level with draft documents and to have IAMA be part of the conversation on the approach to this. Jennifer agreed with Sheila. Christina added this part would be tied into the municipal strategy committee discussion on draft documents.

- iv. Levels of Service Presentation - 60 minutes  
Nicole Allen, ATANA Management

**Candace to check on time requirement**

- v. Levels of Service Workshop

Lam advised Nicole Allen cannot facilitate the afternoon session for us. Lam is still looking for another Facilitator and will check with his team.

- provide definitions of Levels of Service
- process to develop
- connection between Risk and Levels of Service
- feedback from municipalities who have completed their Levels of Service

Lam added he would like to see a joint effort, so everyone should email Candace if they are able to assist.

- b. Sponsors: Red Deer County and City of Red Deer  
Documentation has been completed by both the City of Red Deer and Red Deer County for the February 10<sup>th</sup> workshop catering and rental costs.

**5. Other**

- a. Update on AM Activities – Municipal Affairs: Sustainability Advisory Committee  
Candace provided a start on annual costs and projections for 2016 to be received as information for now. This will be brought back to the January teleconference for more discussion once catering costs have been confirmed.

**Candace will check on catering costs for 2015 and bring the spreadsheet back for**

**more discussion in January.**

**6. Next Meeting Date**

Teleconference: January 6, 2016 from 11:00 am to Noon

**7. Adjournment**

The meeting was adjourned at 11:28 am.