



**WORKING GROUP
JANUARY 4, 2017
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Lam Huynh, Steven Hove, Ed Kaemingh, Shaffin Kherani, Elena Loukin, Lorin McConnell, Christina Parkins, Ian Perry and Mat Steppan

Notes: Candace Coombs

Absent: Christine Della Costa, James Friesen, Sheila Kitz, Joline McFarlane, Joel Sanchez, Scott Sillers, Wyatt Skovron, 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. The Agenda was accepted, as presented.

3. Review/Adoption of Meeting Notes for December 7, 2016 Teleconference Meeting

Russell asked if there were any changes to the Meeting Notes for December 7, 2016. The Meeting Notes for December 7, 2016 were accepted, as presented.

4. Website Update

Joline was not present to provide a website update at this teleconference meeting. There are still issues with updating the website with content from workshops. Working group members talked about website updates and would like Candace to be responsible for the website for more timely updating going forward. Candace could then train Andre Ulloa as a backup for website updating. Candace will contact Joline and then make arrangements with Airdrie Web Design to provide training so that Candace can look after updating the website. The counter has not returned yet to the registration page. Candace will check on when the counter will be back up.

Candace will contact Joline and then make arrangements with Airdrie Web Design to provide training so that Candace can look after updating the website on a more timely basis going forward.

Candace will check on when the counter will be back up on the workshop registration/payment page.

5. Next Workshop – February 8, 2017

a. Sponsors

Sponsors for the February 8th workshop should be City of Red Deer and City of Lethbridge. Candace advised she has not had confirmation from Joel Sanchez yet on Lethbridge's co-sponsor commitment. Candace will email Joel Sanchez again as well as Jason Tillsley to be sure Lethbridge is on board with the co-sponsoring of the February workshop.

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b. Topic Ideas

- i. Underground Infrastructure -Alberta Common Ground Alliance
Mat confirmed Michelle Tetreault will be presenting.
- ii. FCM & Grant Funding
Christine confirmed Kate Fleming will be presenting.
- iii. Aquatera Utilities AMIS Assessment Report
Ian will confirm MCP Consulting's presentation. If, however, the consultant cannot make it, Ian will provide a presentation from Aquatera Utilities.
- iv. National Energy Code - Alberta Safety Codes Council
Mat was unable to connect with his contact there.

Lam advised the building inspector team at the City may be able to help out and present on this. Lam will speak to the team and confirm if they can do a presentation about the National Energy Codes for the February workshop.

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v. Latest AM News Corner

Elena will present any latest AM News for this time. This 10-minute slot will be added to the February 8, 2017 workshop agenda right after lunch. The working group will engage the audience to have them come up with news items for future workshops.

- vi. **Municipal Benchmarking Results**
Candace advised she has not heard back from Joel to see if Associated Engineering would allow the results from their questionnaire to be provided at the February 2017 workshop.

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

As a contingency plan, the working group determined perhaps the National Energy Codes presentation could go to the afternoon timeslot right after the Latest AM News Corner once confirmation has been received from Lam on the building inspector team presenting.

Additionally, timeslots for the morning presentations will be adjusted for 45-minute presentations instead of the 30-minute timeslots initially used.

Candace will update the Agenda for the February 8th Workshop once the balance of items discussed above have been confirmed.

Candace will then email an invitation to register to the distribution group for the February 8th workshop again explaining the registration/payment process that started with the October 2016 workshop. The updated Agenda will be attached.

6. Future Workshops

a. June 21, 2017 - Sponsors

Candace advised currently we have Alberta Municipal Affairs as one of the co-sponsors for the June workshop. The City of Calgary is unable to co-sponsor for the June workshop. Shaffin asked about the details for co-sponsoring one of the workshops. Candace will email Shaffin with the co-sponsoring details should Edmonton be interested in co-sponsoring. Ed advised Sturgeon would be available to co-sponsor one of the 2017 workshops and will advise whether that would be for the June or October workshop.

Candace will email Shaffin with the co-sponsoring details.

Ed will confirm Sturgeon will co-sponsor either the June or October workshop.

b. October 11, 2017 - Sponsors

Candace advised there are no co-sponsors yet for the October workshop.

7. Sustainability

a. Grant Update

The current grant has an end date of February 28, 2017, but a little over \$3,000

remaining unspent. Christina Parkins sent some documentation for completion asking for an extension. Candace is awaiting word from Alberta Municipal Affairs if such an extension will be approved or not now that the extension has been requested and will advise when confirmation for an extension has been accepted or not.

8. Other

- a. CNAM Regional Board workshop
Russell advised CNAM is extending their reach to regional areas with the concept of the regional board workshops. They could provide a round table session at one of our workshops.

Russell went on to say that there is FCM funding available for Alberta, British Columbia, Saskatchewan and Ontario. There may be some of these funds come our way. Stay tuned!

9. Next Meeting Date

Teleconference meeting: February 1, 2017 from 1:00 pm to 2:00 pm. (if needed)
Next Workshop: February 8, 2017 from 9:00 am to 3:00 pm

10. Adjournment

The meeting was adjourned at 1:46 pm.