



**WORKING GROUP  
MARCH 2, 2016  
TELECONFERENCE  
MEETING NOTES**

**In Attendance:** Russell Crook, Christine Della Costa, Lam Huynh, Ed Kaemingh, Shaffin Kherani, Elena Loukin, Christina Parkins, Wyatt Skovron and Mat Steppan

**Notes:** Candace Coombs

**Absent:** James Friesen, Sheila Kitz Joline McFarlane, Ian Perry, Joel Sanchez, 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. Russell asked to have 6a. CNAM Regional Round Table and 6b. Networks Funding Proposal added to the Agenda under New Business. The Agenda was accepted, as amended.

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

The Meeting Notes for February 3, 2016 were deferred to the April teleconference for review and approval.

4. **Next Workshop – June 8, 2016**

- a. Theme  
Vertical Assets
- b. Sponsors  
City of Calgary & Alberta Municipal Affairs
- c. Ideas for Topics  
Asset Management area is okay for the morning.

What would TCA reporting be for the afternoon? Perhaps Best Practices?

- dialogue in the afternoon
- reporting partial dispositions of Vertical Assets (ie. replace some ceiling panels,

dividing wall)

Lam went on to say that Calgary blended two de-coupled.

- Hierarchy and methodology on buildings
- Disposal is *first in- first out*

Russell talked about the case study done by Ameresco of overall facilities and the index rating of \$500,000,000 as replacement value.

Elena talked about the hierarchy of details and life cycle strategies.

Russell asked about the round table in the afternoon. We will need some specific questions if we have enough case studies on Vertical Assets. We could have a hiatus for the Round Table afternoon section this time.

Brainstorm on Asset Management and Tangible Capital Assets:

- Integrate or de-couple
  - For different funding/grants
- How to Divorce AM & TCA Reporting
  - Don't integrate well
    - One looking forward – AM
    - One looking back – TCA (historical)
- Link condition assessments required for PSAB
  - Remaining use life is 50 years
    - Is it to last 50 years or not
    - Adjust amortization and write it down

Ed said that Sturgeon County is building their AM plan now and are in preliminary discussion with Council on TCA reporting where funding amortization (depreciation) provides a link to AM for value. Index amortization based on historical costs. The challenge is it's a big number that would scare Council. Sturgeon's Utility Plan has this built in already, but not yet for Tax funding.

- i. Organizational Framework
- ii. Building Disposals
- iii. Implement Solar Energy in Municipal Buildings  
Matt talked about James (last name ??) with the Renewable Energy Program at NAIT and Cat Storm Projects. Matt will investigate for case studies and report back for the June 8<sup>th</sup> workshop.

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- iv. Municipal Climate Change Action Centre (AUMA/AAMDC)
  1. Link to AM Planning

Wyatt said the Centre distributes grants and retrofits on climate change.

Wyatt will investigate and report back for the June 8<sup>th</sup> workshop.

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Elena asked to put the Latest AM News Corner on the April Agenda for discussion to have at workshops with a 15-20 minute time slot as *impromptu* sharing of information on:

- Approach related to AM
- FCM LAMP Program Updates
- New resources discovered

**Candace will add Latest AM News Corner to the April Agenda for discussion.**

## **5. Sustainability Discussion**

- a. Consensus – Charge \$30/person

Russell will announce the charge at June workshop to be implemented for October 2016.

- b. Increase capacity from 60 to 80 for October workshop

The Crossroads has a larger space to handle 80 instead of 60 at each workshop. The difference in cost for the larger room currently would be \$150 instead of \$120 for the room. Of course, catering cost would also increase by an additional 20 people at an average cost of \$28.25 per person (\$9.50 for breakfast, beverage refills at \$3.00 x 2, lunch at \$12.75) as well. Therefore, the new charge for meeting space and catering for 80 people works out to be about \$2,450/workshop. At 60 people per workshop, this charge was around \$1,855/workshop.

Joline will need to update the website with the new cutoff at 80 instead of 60/workshop. Russell will announce this increase to participants at the June workshop.

- c. GFOA Website for Payments

Candace advised GFOA uses Stripe for their online credit card transactions. The cost with Stripe is \$0.30 per transactions and 2.9%. The direct cost on a \$30 transaction would be \$1.13. GST is charged on all sales and is included in the calculation, so a \$30 transaction would actually be  $\$31.50 \times 2.9\% + \$0.30$  for the transaction fee for a total cost of \$1.21. Candace confirmed she did bring up GFOA facilitating online transactions for IAMA and advised the Treasurer asked that IAMA consider about a 5% admin fee to offset the indirect cost on the website to add IAMA. Russell was reluctant to add an additional 5% admin fee as IAMA is already paying admin costs for Candace to administrate their working group. Ed advised

this would not be considered as an *additional admin fee* but actually a cost of administering the website to facilitate the IAMA transactions. Candace will check with their GFOA programmer as to what the charge would be to add IAMA for online transactions and bring this back to the April teleconference.

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## **6. Other**

### **a. CNAM Regional Round Table**

Elena advised the CNAM conference will be at Halifax May 9-12, 2016.

Requirements for entities will be 1 week ahead of the conference, so May 2<sup>nd</sup> will be the deadline to provide a short summary (with the template provided by CNAM).

There is a good example done by FCM.

Russell went on to say that last year at the conference, they sat down and formed the *Regional Round Table* to share information and best practices. (AIM: Atlantic Infrastructure Management). We will need to share information in advance of the first meeting. Elena will pull together a one-page draft outline on IAMA. Future issues still need work. The Vision is already done and plan still to be done. Call Russell if anyone else wants to get involved.

**Elena will pull together a one-page draft outline on IAMA for the April teleconference.**

### **b. Networks Funding Proposal**

Russell advised Wally Wells with Asset Management BC has an idea to approach Infrastructure Canada and ask for funding of \$100,000 per year matched by the province for 5 years to support the value of each of our networks. That annual funding amount would be a \$200,000 budget to each network. We would need to become a formalized organization if and when such funding may take place. Russell went on to say that he is not holding his breath at this point. BC has had ongoing funding from the province as they are more politically connected and more active than Alberta issuing multiple newsletters as well. Alberta holds regular workshops and has a good following so far.

## **6. Next Meeting Date**

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

## **7. Adjournment**

The meeting was adjourned at 12:00 pm.