



**WORKING GROUP  
JULY 5, 2017  
TELECONFERENCE  
MEETING NOTES**

**In Attendance:** Jared Cathro, Russell Crook, Lam Huynh, Stephen Hove, Shaffin Kherani, Zimran Khokhar, Elena Loukin, Christina Parkins, Ian Perry, Bhupesh Sakalley, Joel Sanchez, Wyatt Skovron and Scott Sillers

**Notes:** Candace Coombs

**Absent:** James Friesen, Ed Kaemingh, Sheila Kitz, Lorin McConnell, Joline McFarlane, Jason Tillsley, Mat Stepan and Andre Ulloa

**1. Welcome**

Russell welcomed those able to attend and called the meeting to order at 1:03 pm.

**2. Adoption of Agenda**

Russell asked if there were any changes to the Agenda. The Agenda was accepted, as presented. Working Group members present were reminded about starting the teleconference meetings at 1:30 pm instead of 1:00 pm to allow everyone the chance to return after lunch and be back in plenty of time to get ready for the teleconference. **Future teleconference meetings start at 1:30 pm.**

**3. Review/Adoption of Meeting Notes for Teleconference Meeting**

Candace advised the Meeting Notes for May 3, 2017 and the Workshop Meeting Notes for June 21 were not available for approval yet.

**4. Website Update**

Candace reviewed the quote received from Airdrie Web Design for their website care plan. For 2017, a pro-rated amount for July 1-December 31 would be \$325, plus GST. Teleconference attendees received a copy of the quote from Airdrie Web Design. The annual website care plan would be a flat rate of \$650, plus GST annually. In addition, there would also be an EE4 Everything License for the e-commerce due September 13<sup>th</sup> each year for \$139.98/year (US \$\$s). An example of website care from TELUS is \$65/month.

**Russell will check with CNAM, Lam will check with Calgary and Candace will check with GFOA to determine if this amount for website care is reasonable.**

## 5. Next Workshop – October 11, 2017

### a. Sponsors

Sponsors are in place for the October workshop. With the storm issues that occurred for the June 21<sup>st</sup> workshop, Alberta Municipal Affairs and the City of Airdrie will sponsor the October 11<sup>th</sup> workshop. The CrossRoads Church only charged for the breakfast items consumed on June 21<sup>st</sup>, no room rental or lunch. Candace will email out the catering and facilities paperwork to both Christina and Joline in the next short while.

**Candace will email out the catering and facilities paperwork to both Christina and Joline in the next short while for the October 11<sup>th</sup> workshop.**

### b. Agenda – Session Ideas

Russell advised Grant Egerdie (was with the City of Camrose, now with Alberta Transportation) has a great presentation on Asset Management and Risk, plus one other presentation.

**Russell will follow up with Grant Egerdie on his presentations.**

#### i. Challenges and Innovations in Municipal Asset Management

This session will either be held in the pm on October 11<sup>th</sup> or moved to the February 2018 workshop.

#### ii. Town of Edson – Asset Management Business Plan, Public Sector Digest (PSD)

This session could be held in the am or pm on October 11<sup>th</sup>.

**Russell will need to follow up with Matthew Van Dommelen on his presentation to determine the fit with the AM workshops, as well as timing required for this presentation.**

#### iii. TCA Session

The survey Lam has prepared on TCA contains some good questions. Those members in attendance at the June 21<sup>st</sup> workshop will receive the survey and should reply directly to Lam. Lam will need the attendance list from the June 21<sup>st</sup> workshop from Candace.

**Candace will send the attendance listing from the June 21<sup>st</sup> workshop to Lam in order for Lam to send out the survey on TCA questions.**

#### iv. Latest AM News Corner

This session typically starts the afternoon half of the workshops with any current items of interest.

## 6. **Future Workshops**

### a/b Set dates for 2018

The following are the proposed dates and locations to host workshops for 2018:

- February 7<sup>th</sup> - CrossRoads Church, Red Deer
- June 13<sup>th</sup> or 20<sup>th</sup> – Edmonton  
Shaffin has space for 80 people (at no charge for the room) at the City of Edmonton. Shaffin advised catering (breakfast, lunch and coffee) would be around \$2,500.00 for 80 people. Shaffin will need to confirm the June date that works for this space.
- October 10<sup>th</sup>  
Lam and Stephen will confirm cost and location for the October 2018 workshop.

There was some discussion suggesting moving the October 2018 workshop to a Friday instead of Wednesday allowing those needing to travel the weekend to return home should they decide they would like to stay over at Calgary an extra day.

Considerations will need to be made regarding ease of access and parking for these workshops.

Candace advised Sturgeon County would be happy to co-sponsor for 2018. Edmonton may be in a position to co-sponsor the February 2018 workshop with Sturgeon County. Co-Sponsors will need to be confirmed for both June and October of 2018.

## 7. **Sustainability**

Candace advised there is already more than \$5,000 received since charging Attendees for the workshops. This amount consists of October 2016, February and June of 2017 workshop registration fees.

## 8. **Other**

### a. RFP Discussion

Joel advised he followed the guidelines for the RFP to FCM. The IAMA proposal will consist of two phases.

Phase I:

- 1 deliverable for basic Asset Management
  - 3 workshops: North, Central and South locations

Phase II:

- 2 deliverables for Follow Up
  - Asset Management Registry
  - Asset Management Plan

Cost for these workshops, if awarded the RFP, will be around \$310,000.

Flexibility for these training workshops will be in more remote locations like Grande Prairie, Red Deer and Lethbridge. We should hear back the week of August 21-24, with contracts issued around September 29<sup>th</sup>.

**Candace will distribute by email the final RFP to all of the Working Group for their reference.**

**9. Next Meeting Date**

Teleconference meeting: August 2, 2017 from 1:30 pm to 2:30 pm

Next Workshop: October 11, 2017 from 9:00 am to 3:00 pm at CrossRoads Church

**10. Adjournment**

The meeting was adjourned at 2:00 pm.