



**WORKING GROUP
MAY 3, 2017
TELECONFERENCE
MEETING NOTES**

In Attendance: Jared Cathro, Lam Huynh, Ed Kaemingh Shaffin Kherani, Zimran Khokhar, Elena Loukin, Joline McFarlane, Christina Parkins, Ian Perry, Bhupesh Sakalley, Joel Sanchez, Scott Sillers, Wyatt Skovron and Mat Steppan

Notes: Candace Coombs

Absent: Russell Crook, James Friesen, Steven Hove, Sheila Kitz, Lorin McConnell, Jason Tillsley and Andre Ulloa

1. Welcome

Lam welcomed those able to attend and called the meeting to order at 1:34 pm.

2. Adoption of Agenda

Lam asked if there were any changes to the Agenda. The addition of 5iv2. TCA Component was added to the Agenda. The Agenda was accepted, as amended.

3. Review/Adoption of Meeting Notes for Teleconference Meeting

Lam asked if there were any changes to the Teleconference Meeting Notes for April 5, 2017.

Action Items coming out of the April 5th Meeting Notes included:

- Rental/Catering documents have been sent out to both Joline and Christina for completion and signing off on as co-sponsors for the June workshop.
- Joel advised he will be at another conference (Canadian Institute) on June 26th.

The Teleconference Meeting Notes for April 5, 2017 were accepted, as presented.

4. Website Update

Candace advised the “counter” feature for spots still available for upcoming workshops was brought back by request starting with the February 2017 workshop.

5. Next Workshop – June 21, 2017

- a. Sponsors: Alberta Municipal Affairs and City of Airdrie – confirmed

b. Agenda

- i. Grants Update: JD Kliewer, AMA – Confirmed
- ii. FCM Grant Funding-Application Completion: Kate Fleming-Confirmed
- iii. Town of Edson – Asset Management Plan: Public Sector Digest
 - PSD caveat *must confirm municipal client*
 - Will need a short description on session if it is confirmed

Candace will contact Matthew Van Dommelen with PSD to confirm session and update description content.

- iv. 1. Latest AM News Corner
This will act as a placeholder with any latest news on AM
2. TCA Component
Looks like the June workshop Agenda should be a full one. A TCA component could be added to the October workshop, as it has been a while since TCA was talked about. Related challenges and how to overcome those challenges would be a good area to cover. Lam will conduct a survey and put together a presentation based on the survey results around TCA related challenges and how to overcome them for a session at the October workshop, using a similar format used for Asset Management at this June workshop.

Lam will put together a survey of questions to the Distribution List around TCA related challenges and how to overcome them in preparation for a session at the October workshop.

- v. Case Study – Workflows, Lessons Learned: AAMD&C
Wyatt advised it will be an interesting session to have a municipal panel of presenters with 1-2 examples of challenges implementing Asset Management and innovations to overcome. Wyatt has a draft he will share with the working group by end of day. Having reached out to several municipalities, Brazeau County and Town of High River have already confirmed. Each presenter will have a 20-minute PowerPoint presentation with ½ hour at the end of all the presentations for Q&A. Some of the areas being presented will cover items such as:
 - data gathering,
 - software,
 - service levels,
 - Council buy-in, and
 - engaging with the public

Joel suggested the title for this session will need to be improved, but is fine for now as a placeholder for the workshop. Bhupesh offered thanks to everyone who helped with their Asset Management at Brazeau County. Joel added there were 10 municipalities who were invited to come down to Lethbridge (including Brazeau County) where the City of Lethbridge provided an overview on their journey with asset management from 2005 and forward. It was a great knowledge exchange and sharing experience.

Zimran said Brazeau County will incorporate some information from the notes taken during the City of Lethbridge overview session to show:

- a successful story,
- part way through the journey, and
- where they are struggling badly

Wyatt will follow-up with the municipalities contacted to participate in *Challenges & Innovations in Municipal Asset Management for the June workshop*.

vi. Alternate Topic Suggestions

1. MCA and Risk-Based Approach to Capital Planning:

Shaffin Kherani, City of Edmonton

Shaffin advised this session will be on standby for June or October should the PSD session not work out for the June workshop.

2. CNAM Conference Update

An update from the CNAM conference will be provided, as time permits.

7. Future Workshops

a. October 11, 2017

i. Sponsors

Sponsors should be aware of a possible increase in attendance numbers of potentially about 50% more than previous workshops. Candace confirmed Sturgeon County and possibly the City of Edmonton for co-sponsors at the October 2017 workshop. Shaffin will confirm on behalf of the City of Edmonton.

Russell added he will start a conversation during the October 2017 workshop regarding rotating locations for the three annual workshops.

8. Sustainability

Candace advised the grant funds remaining will take IAMA to the end of this year. Dollars collected for workshop registrations starting with October of 2016 are amassing for future administrative and website expenses starting in 2018.

9. Other

a. Revised Report for CNAM RRT

Elena advised IAMSA will be represented in this report looking forward 3 years.
Any suggestions should be sent to Elena before Friday of this week.

Working group members were reminded to email Elena with any further suggestions to include in this Report.

Candace will re-send the Revised Report document to Working Group members.

b. MAMP – Call for Peer Reviewers

Brazeau County is one of the municipalities with the Peer Reviewers group.

10. Next Meeting Date

Potential Teleconference meeting: June 14, 2017 from 1:30 pm to 2:30 pm

Next Workshop: June 21, 2017 from 9:00 am to 3:00 pm

11. Adjournment

The meeting was adjourned at 2:27 pm.