



**WORKING GROUP
SEPTEMBER 6, 2017
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, James Friesen, Stephen Hove, Shaffin Kherani, Duri Lee, Elena Loukin, Ryan Osterberg, Christina Parkins, Ian Perry, Blair Richter, Bhupesh Sakalley, Joel Sanchez, Wyatt Skovron, Scott Sillers, Mat Steppan and Andre Ulloa

Notes: Candace Coams

Absent: Robert Hayder, Mark Hussey, Lam Huynh, Ed Kaemingh, Zimran Khokhar, Sheila Kitz, Lorin McConnell and Joline McFarlane

1. Welcome

Russell welcomed those able to attend and called the meeting to order at 1:32 pm.

2. Adoption of Agenda

Russell asked if there were any changes to the Agenda. Elena asked to add as a. Input for Communities of Practice under 8. Other. The Agenda was accepted, as amended.

3. Review/Adoption of Meeting Notes for Teleconference Meeting

Russell presented the Meeting Notes for a. May 3, 2017 and b. August 2, 2017 asked if there were any changes required to either set of Meeting Notes. The Meeting Notes for May 3, 2017 read as May 5th in error. Candace will correct the Meeting Notes to read as May 3, 2017. The Meeting Notes for May 3, 2017 were accepted, as amended. The Meeting Notes for August 2, 2017 were accepted, as presented.

4. Website Update

Candace advised she and Andre had not managed to meet to discuss website hosting costs and a recommendation for the working Group. This item will be brought forward to the next teleconference meeting regarding future website hosting/costs.

ACTION ITEM: A report on costs for website hosting and a recommendation will be brought back to the working group by Candace and Andre.

5. Next Workshop – October 11, 2017

a. Sponsors

Candace confirmed Alberta Municipal Affairs and City of Airdrie will co-sponsor.

Candace will see that the rental and catering contracts are sent out to both once the Agenda has been confirmed at today's teleconference.

ACTION ITEM: Candace will email the rental and catering contracts to both co-sponsors once the Agenda has been confirmed at today's teleconference.

b. Agenda – Session Ideas

Russell advised Grant Egerdie could have a presentation possibly ready for the February 2018 workshop.

i. Advancing Your Asset Management Programs – Public Sector Digest (PSD)

Russell advised an updated copy of the PSD session was emailed to everyone earlier indicating some TCA content was included in their presentation. They have confirmed 2 municipal clients: Towns of Devon and Edson. PSD needs 3 hours to complete their session. Bhupesh recommended this session and advised bullets contained in the presentation are handled by different speakers. This will keep it interesting and interactive. Otherwise, the 75-minute slot in the presentation would be a long stretch of speaking. Elena will send a link for a *stretch* to Russell and Candace to be included in a break during the PSD session. This presentation is a go. Time for the Workshop Agenda for this first presentation will be 9:15 am – 12:30 pm.

ACTION ITEM: Russell will confirm with Public Sector Digest that their presentation is a “go” for October 11th from 9:15-12:30 pm.

ACTION ITEM: Elena will send a link for a *stretch* to Russell and Candace. The stretch will be included in a break during the PSD session.

ii. Latest AM News Corner

Elena will speak to any current items of interest. Bhupesh suggested updates on FCM applications throughout the year could be an item of interest to include.

iii. TCA Session – City of Calgary

Duri advised their 30-minute formal presentation was developed as a result of the responses to the survey collected by Lam. Areas to be included in this session will be:

- Calgary asset hierarchy
- water policy, updated
- reporting structure
- sharing some of the survey feedback

The floor will be opened up for round table discussion and facilitation at the

conclusion of the 30-minute presentation. Bret Dykstra will be the presenter. An updated title for this session will be: TCA Reporting Policy Update. Duri will circulate a draft of the slide presentation later this month.

ACTION ITEM: Duri will circulate a draft of the TCA Reporting Policy Update slide presentation later this month.

This session will start as soon as the Latest AM News Corner concludes right after lunch. Lunch will run from 12:30 pm to 1:30 pm. Candace will confirm with the CrossRoads Church the late start for lunch.

ACTION ITEM: Candace will confirm with the CrossRoads Church the late start of 12:30 pm for lunch.

Candace will update the Workshop Agenda for October 11th with the new details from today's teleconference. Candace will then send out emails inviting workshop registrations to:

- Attendees from the June 21st workshop (with explanation)
 - Registration fee waived
 - Offer is not transferable
 - Offer is available for October 11th only
- Balance of Distribution List

ACTION ITEM: Candace will update the Workshop Agenda for October 11th.

ACTION ITEM: Candace will send out emails opening workshop registrations for October 11th to the June 21st Attendees and then later to the rest of the Distribution List.

6. Future General Workshops

a. Confirm dates for 2018

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

- i. Red Deer – February 7th – Crossroads Church
- ii. Edmonton – June 13th at the new City of Edmonton Tower
Shaffin will provide a map and parking locations closer to June 13th.

ACTION ITEM: Shaffin will provide a map and parking locations for the City of Edmonton Tower closer to June 13, 2018.

iii. Calgary – October 10th

Duri will check on municipal buildings available for a location and confirm costs for the room, A/V and catering. Duri will also need to provide a map and

parking locations once the address has been confirmed.

ACTION ITEM: Duri will check on municipal buildings available for a location and confirm costs for the room, A/V and catering for the Calgary workshop on October 10, 2018.

ACTION ITEM: Duri will provide a map and parking locations once the address has been confirmed for the October 10, 2018 workshop.

Candace will email Duri confirming what the cost/person for catering is at the CrossRoads Church.

ACTION ITEM: Candace will email Duri confirming what the cost/person for catering is at the CrossRoads Church.

Considerations must be made regarding ease of access and parking for these workshops.

Candace confirmed Sturgeon County would be happy to co-sponsor a workshop in 2018. Edmonton may be in a position to co-sponsor the February 2018 workshop with Sturgeon County. Shaffin will confirm Edmonton's participation. Co-Sponsors are still needed for the balance of 2018 workshops.

7. Sustainability

a. Revenue, Expenses and Forecasts

i. Grant Funds 2014-17 - First Tab

Candace advised this is a listing of where the grant funds have been used between 2014 and 2017. This grant obtained through GFOA served its purpose in getting IAMA onto solid ground with administrative and website support.

ii. R&E 2016-2019 – Second Tab

Candace advised this lists revenue collected from paid workshop registrations fees (Oct/16 forward) and associated online transaction fees. In addition, Candace provided a forecast on future revenue based on workshop registration fees and online transaction fees for 2018 and 2019 at the current registration fee rate of \$30/person, plus GST. Other costs for administration (travel, time and accommodation) have not yet been factored into this spreadsheet.

Russell suggested increasing the cost for workshop registration from \$30 to \$50, starting with the February 2018 workshop as more administrative

expenses and website costs to upgrade are anticipated in future years. Elena added perhaps we should hold the increase to \$45. It's more of a gradual increase and looks more affordable and therefore more attractive. Mat added it fits well in the strategic plan for *not-for-profits*. Some municipalities that send Attendees to the workshops have travel, accommodation and food expenses on top of the registration fee. Joel felt there are benefits moving the workshops around (Edmonton, Red Deer and Calgary locations).

Russell is comfortable at bumping up projections from \$30 to \$50 and will speak to benefits looking for future sustainability at the October 11th workshop. If attendance drops off, we will know it's too much of an increase.

b. Update on Next Steps – Incorporation

Russell advised the proposal received from ConventionALL for incorporation fees is \$750, plus GST. ConventionALL also has a full suite of services they can offer in event planning, bookkeeping and other administrative functions. Annual costs to be determined will include book-keeping, banking charges, filing of annual return, review of financial statements by an accounting firm for grant funds should the RFP be awarded and website management. Incorporation implies that IAMA should have 100% in Reserves for operating expenses.

The sub-committee struck to look into incorporation recommends the Working Group proceed with incorporating. This will provide IAMA with liability insurance as protection should someone get hurt at one of the workshops as well as protection for the Board of Directors conducting business during the year. Russell asked if anyone on the Working Group had objections to moving forward on incorporating. There were no objections. Candace will email the proposal from ConventionALL out to all members of the Working Group for reference.

ACTION ITEM: Candace will email the proposal from ConventionALL to all members of the Working Group for reference.

Details for incorporating will need to be completed as quickly as possible. Russell with contact Kate at ConventionALL to:

- advise IAMA wishes to proceed with incorporating, and
- confirm if Kate is able to meet on October 11th while the workshop is underway in another room at the CrossRoads Church to complete the paperwork required for incorporation.

ACTION ITEM: Russell will advise ConventionALL that IAMA wishes to proceed with incorporation.

ACTION ITEM: Russell will ask Kate at ConventionALL if she is able to meet on

October 11th at Red Deer to complete the paperwork required for incorporation.

The idea will be that ConventionALL provides all documentation required for incorporation to the group in advance of October 11th so everyone will be prepared to get the job done!

8. Other

a. Input for Communities of Practice workshops

Elena explained that during the week of September 13-15 there are workshop meetings facilitated by and through FCM for CNAM and communities of practice to work together collaborating on AM to achieve national consistency while respecting local content. Elena, Russell and Joel will be attending next week's facilitated meetings. A second set of workshop meetings is also planned during the month of October in Quebec.

Some things Elena would like to see:

- i. detailed objectives in the goals of collaboration section, and
- ii. key words on expectations of outcomes of the workshops

Elena will forward the collaboration workshop information to Working Group members and will need input by the end of this week, September 8th.

ACTION ITEM: Elena will forward the collaboration workshop information to the Working Group members and will need input by the end of day, September 8th.

Russell provided a bit of history around the various asset management groups in BC, Alberta, Saskatchewan, Ontario, Quebec, Atlantic provinces and Territories. Russell advised there is dynamic tension within this group, as shown at the national group meetings at CNAM conferences where pockets like us achieve deeper penetration with municipalities across the province. The desire is to all work together on asset management.

9. Next Meeting Date

Teleconference meeting: October 4, 2017 from **1:30 pm to 2:30 pm**

Next Workshop: October 11, 2017 from 8:45 am to 3:00 pm at CrossRoads Church

10. Adjournment

The meeting was adjourned at 2:35 pm.