2019 September 23, Urban Matters Asset Management Meeting Minutes

Meeting with David, Jeff (UM/US), Christina (UM/US), Eric, Phil

Asset Management Plan Meeting

Introductions

Jeff Ku, based out of edmonton. Works with Urban Systems. Works with UM on

occasion. Engineering background. Community infrastructure projects. A

lot of engagement

Christina Hopkins base out of Edmonton. Urban Systems. Asset management expertise and engineer. Work with municipalities to do asset management plans.

1. Governance
   * How does P and D work in conjunction with SHC?

We discussed the committee structure at SHC and how they relate to overall operations

ACTION ITEM: Send governance structure.

* + Who makes decisions for the Co-op about what gets repaired / replaced, and when? i. Who do they answer to? Who are they accountable to, how are these decisions communicated?

We explained how decision making occurs at SHC, especially as related to finances.

We explained that Grounds and Buildings Committees undertakes the bulk of the work at SHC and that their activities have sustained the hard and soft infrastructure over the last number of years.

Indicated that their is no clear directive or culture of long term planning at SHC

That SHC is in need of "management literacy".

Sunnyhill hasn’t typically had to think beyond immediate needs.

We don’t have the language or principals in place to discuss AM.

Hope that this process opens up a proper conversation and imbeds some DNA into our system to allow us to be affordable and functional in the future.

UM Responded that: This is the place where the AM will start. Not as a plan or spreadsheet, but a mindset.

We discussed current practice of upkeep of buildings (bathrooms, kitchens, floors etc), but that there is no unified vision and we must be more considered in how to deal with interior and future exterior maintenance etc.

* + - What Jeff and Christina are hearing:

To plan long term we need to assess cost and funding (how much and when, what source of funding etc)

To make evidence based decisions we need to undertake future projection with infrastructure

Which means we need to assess risk (push infrastructure or not) and levels of services

Decisions are made around people and their needs.

"Make decisions about people not a piece of plastic". By this they meant we shouldn't make financial decisions based on materials/products, but on the needs of the community.

They used the analogy of a pipe. It is only plastic, but what need does it serve? It deliver water (a new stove)

They very quickly recognized SHC's need for Asset Management literacy:

what do we need to know to use an Asset Management plan and to create the culture of asset management planning?

We can't just have one asset management plan and then stop. It is a living document.

We want them to consider energy efficiency, long term costs operating and maintenance costs.

They have suggested we start with information we have and then improve and update as we go.

They want to provide education around what asset management is, how it can help SHC and how a culture of asset management can grow within the membership

ACTION ITEM: They will send us a handbook for asset management for municipalities they wrote. (READ)

They understand that we need to consider strategic risks: what if foundations failed all at once? What strategies do we have in place to mitigate or tolerate this?

We need an evidence based DECISION MAKING FRAMEWORK

How do they make decisions about assets, priorities, and available budget?

* + - Discuss Available Documents

What information has been useful for the Co-op? b. How have you been able to use these documents? What has been good/confusing? How to use data most useful for ourselves.

We have a lot of great info in BCA.

We have the 60 year analysis

The analysis allowed us to be comfortable moving forward with DER and accessibility analysis

Indicated that we have a Reserve Fund deficit that needs to be addressed

ACTION ITEM: Eric to provide overview September 30.

* + - Review Original Project Objectives

a. Confirm / adjust project objectives

* + - Workshop Scheduling and Next Steps

Discuss basics of asset management. and zoom in on risk.

Developing a template that is populated as much as we can with the information we have.

Will build out an asset management plan and then present it to us at a workshop format October 25th.

ACTION ITEM: Book curling club

POST MEETING NOTES:

As discussed, here is a link to the Asset Management Handbook and Toolkit that Urban Systems had helped develop for Municipal Governments in Alberta:

<https://www.alberta.ca/assets/documents/ma-asset-management-handbook-and-toolkit.pdf>

Although originally done for municipalities, there are relevant principles to helping Sunnyhill think through how to manage its more relevant assets and infrastructure.

 Attached is a toolkit Excel workbook, that you might also find useful, and this is a link to the toolkit user guide:

<https://www.alberta.ca/assets/documents/ma-toolkit%20-user-guide.pdf>