

Friday, February 5, 2016 – 11:00 am to 1:00 pm
Room 1190, CN Tower, 10004-104 Ave

Attending: Boris Radyo, Edmonton Catholic Schools (Chair)
 Rob Tarulli, Edmonton Catholic Schools
 Lorne Parker, Edmonton Public Schools
 Roland Labbe, Edmonton Public Schools
 Jennifer Thompson, Edmonton Public Schools, FMC/LMC Liaison
 Judith Rohovie, City of Edmonton
 Peter Ohm, City of Edmonton
 Grant Pearsell, City of Edmonton
 Henri Lemire, Conseil scolaire Centre-Nord
 Craena Coyne, Joint Use Coordinator

Regrets: Christopher Wright, Edmonton Public Schools

Guests: N/A

ITEM	DISCUSSION	OUTCOME	FOLLOW-UP
1. Welcome, Introductions and Call to Order		Boris Radyo called the meeting to order and welcomed everyone	
2. Agenda Review		Agenda accepted as presented	
3. Review of Previous Minutes	Draft minutes of Steering Committee meeting held on November 20, 2015, 2015 were reviewed	Minutes were accepted as presented.	Craena to post the minutes on JUA website
4.1 ELEVATE - update	Rob provided an update on the Integrated Working Committee. Boris, Peter and Judi provided a verbal update on the activities of the Elevate Steering Committee.	Received as information.	Item to remain on agenda as a standing item
4.2 Charter Schools - Update	Roland advised that EPSB has not heard back from the Province on the status of the transfer agreements for the two charter schools. Craena advised that two separate agreements providing for the community use between the City and the charter schools have been signed and the charters were expecting to provide school availability starting in January 2016.	Received as information.	
4.3 New Schools /Modernizations/ Consolidations - update	Boris advised that their replacement school at St Brendan is expected to open in Sept 2016 which is earlier than expected. Roland advised that EPSB is on schedule to open three schools in September 2016. (McTaggart, Ambleside and Blackmud Creek).	Update received as information.	

ITEM	DISCUSSION	OUTCOME	FOLLOW-UP
4.4 Results of Vacant School Site Review	Boris confirmed that ECSD has surplus a site in Matt Berry. Henri confirmed that CSCN has reviewed the sites surplus by both EPSB and ECSD and are interested in two of the sites.	Received as information.	Item to remain on agenda as a standing item
4.5 Developing key messages around surplussing sites	A copy of the notification letter sent to City Council by Tim McCargar was reviewed. The letter was quite well written and indicated key messages regarding surplussing school sites.	Agreed that the information provided in the notification letter could form key messages for all partners and could be adjusted as needed.	Craena to send out an email outlining the key messages
5.1 Amending Agreement Signatures – Process	Craena is working on an information report to move the signing process forward within City administration. Sustainable Development will steer the process through Committee.	Update received as information	Craena will follow-up
6.1 City Charter – impact on JUA	Discussion held regarding the phases in the development of Big City Charters and possible impacts on joint use.	Agreed that key message to conclude on is that there is a process in place that ensures future collaboration. .	
6.2 MGA Review - update	This item was included in the discussion above.	Update received as information	
6.3 Opportunities to Present at Conferences	Boris and Lorne have applied to speak at an A4LE conference in Alaska regarding school consolidations. We are waiting to hear if they have been accepted. There is an additional call for speakers for the A4LE International conference in Philadelphia at the end of September.	Agreed that we should submit a proposal to speak about Edmonton's Joint Use Agreement in Philadelphia.	Craena to prepare a proposal.
7.1 SC Action Plan 2015/16 – monthly review	Craena presented the current SC action plan for monthly review. Action items are on target	Update received as information	Craena to update the action plan for the next meeting.
7.2 Facilities Agreement Review Working Group - update	Judi advised that she has contacted the managers of the two branches within Community Services that are involved with the Facilities agreement requesting that they select the City representatives for the working group. She is waiting for those results and will advise Craena of the names.	Update received as information	Craena to follow-up
7.3 Appraisal Principles Working Group - update	Rob provided a verbal update on recent activity of the working group. Two appraisers have been selected and a meeting was held to go over any questions regarding the process. Appraisals are expected to be complete by mid-March for the St. Andrew and St Bernard sites.	Update received as information	

ITEM	DISCUSSION	OUTCOME	FOLLOW-UP
7.4 Review of Steering Committee Terms of Reference	Brief discussion held on reviewing the terms of reference. It was suggested that this review be part of focused discussions on the changing roles of schools in communities. This is an opportunity for the Steering Committee to create leading edge policies/practices around joint use.	Agreed that in depth discussions would be held at the SC planning session in May	Craena will research past and present trends for joint use.
8.1 JUA Annual Report – hard copy	Craena provided a hard copy of the JUA annual report and advised that it will be distributed to elected officials and senior administration of all partners, the Ministers of Education, Municipal Affairs and Infrastructure as well as Edmonton MLA's and MP's.	Update received as information	
8.2 Final Budget Reconciliation for 2015	Craena presented the final budget reconciliation for 2015. Expenditures were slightly lower than expected due to a delay in finalization of the annual report.	Update received as information	
8.3 Summer Access - update	Craena advised that preparations have started for summer access in 2016. Messages were sent to community groups to determine which schools will be requested.	Update received as information	
8.4 Steering Committee Planning Session – confirmation of venue	Craena advised that a contract has been prepared for the Banff Centre for May 18-20 and would like confirmation that session is proceeding as planned.	Agreed that planning session will proceed as planned.	
9. LMC Update	Jennifer provided a verbal update on LMC activities as information. Brief discussion held on the placement of trees or playgrounds on vacant school building envelopes to raise awareness that it could impact First Time Home Buyers / Seniors Housing projects. Rob provided a brief update on transitioning of the Naturescapes program.	Update received as information	
9.1 LMC Briefing Note – Joint Use Zone	Jennifer presented a briefing note from LMC regarding development of a joint use zone. Brief discussion held.	Agreed that costs associated with the development of a joint use zone would be worth it from a partnership perspective. SC requested that LMC draw up a work plan and outline costs involved.	Jennifer to update LMC
10. FMC Update	Jennifer provided a verbal update on FMC activities as information.	Update received as information	

ITEM	DISCUSSION	OUTCOME	FOLLOW-UP
11.1 Vision/Mission check	Vision / Mission check reviewed		
11.2 Information Sharing	<p>City – Judi and Grant provided an overview of the new City departments and the outline was shared as information. Grant indicated that we should be hearing more about opportunities to participate in the ongoing development of the Open Space Master Plan shortly under the branding of Breathe.</p> <p>CSCN – Henri advised that they are planning to lease St Kevin's JH. He would also like to thank Roland for his hard work to transfer ownership of Ritchie school. He also confirmed that he is planning to retire in mid-July and their board is recruiting for his position.</p>		
12. Agenda Building	<p>Agenda items for next meeting reviewed.</p> <ul style="list-style-type: none"> • FMC Cost Model review • JU Zone • School community renewal • Update on City's org. structure. 	Agenda items will be brought forward as noted and as indicated in the action plan. A request for agenda items will be circulated to committee members prior to the next meeting.	
13. Next meeting date: March 18, 2016 – 8:30 am to 11:00 am – St Anthony Centre – 10425 - 84 Ave			