

**Friday, March 20, 2015 – 8:30 am to 11:00 am**  
**EPSB Centre for Education, One Kingsway Ave**

Attending: Roland Labbe, Edmonton Public Schools (Acting Chair)  
 Boris Radyo, Edmonton Catholic Schools  
 Jennifer Thompson, Edmonton Catholic Schools, FMC/LMC Liaison  
 Heather McRae, City of Edmonton  
 Henri Lemire, Conseil scolaire Centre-Nord  
 Craena Coyne, Joint Use Coordinator

Guests: Rob Tarulli, Edmonton Catholic Schools  
 Grant Pearsell, City of Edmonton  
 Christopher Wright, Edmonton Public Schools

Regrets: Lorne Parker, Edmonton Public Schools (Chair)  
 Peter Ohm, City of Edmonton

ITEM	DISCUSSION	OUTCOME	FOLLOW-UP
1. Welcome and Call to Order		Roland Labbe 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 January 16, 2015 reviewed	Minutes approved as presented.	
4.1 ELEVATE - update	Heather and Henri provided a verbal update on the activities of the Elevate Steering Committee and the Working Committee including an update on the Hardisty coalition.	Received as information.	Item to remain on agenda as a standing item
4.2 New Schools/ Consolidations/ Modernizations - update	Rob Tarulli provided a verbal update on progress being made for the ECSD schools and advised of difficulties encountered in obtaining a development permit for St Brendan replacement school. Roland provided a verbal update on the progress being made for EPSB schools. Chris advised that EPSB is engaging the school community in the Highlands area to explore options for a replacement school or renovation/modernization in one of the three schools.	Updates received as information.  Grant advised that he will look into the process issues in obtaining development permits for schools.	Should this be a standing item until projects are well underway?
4.3 Appraisal Principles – update	Roland advised that the working group has started to craft terms of reference for appraisal principles and will meet again in April to finalize a draft for the SC strategic planning session in May.	Update received as information	Working group to prepare draft appraisal principles
4.4 Charter Schools - update	Roland advised that the charter schools had requested an information	Update received as information. Heather indicated that the City	Working group to continue work and

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	session providing an overview of joint use processes. Representatives from City bookings, Park operations, Parkland change and the working group provided information on the day to day aspects of joint use. The charter schools would like to participate in joint use this fall if possible and the working group is proposing that a letter of understanding could be drafted to allow for joint use access prior to the final sale and transfer of the two properties from EPSB to Aurora and Suzuki charter schools.	would like some background information on what is needed to be in place before approving access. Craena will organize a meeting with Heather.  It was also suggested that this issue be included in the research being gathered for the environmental scan on joint use to be aware of future trends.	update SC regularly. Craena to add issue to environmental scan on joint use.
4.5 Meeting with Calgary Joint Use	The date for a meeting with Calgary is confirmed for 1:00 pm on Wednesday May 13. SC reviewed the agenda items proposed by Calgary and clarification is needed on items 1, 2 and 3 to understand what information they are looking for. It was also suggested that a request be circulated to the subcommittees for potential agenda items from the Edmonton JUA members.	Craena to seek clarification from Calgary on the agenda items. A request for agenda items will be circulated to LMC and FMC.  Potential agenda items: Charter / Private schools Surplus sites / Appraisals Closure strategies	Craena to follow-up
5.1 Amending Agreement Changes – Follow-up – Legal Counsel Review	The amending agreement and Schedule D were forwarded to EPSB and ECSD for review by legal counsel. ECSD advised that their legal counsel supports the changes in the amending agreement. EPSB is requesting additional time for the legal review.	It was agreed that if any issues arise in the legal review, boards are to send an email to Steering Committee so that the issue can be explored before the next meeting. Item tabled to next meeting	Craena to follow-up as needed
5.2 Schedule D – Community Leagues	ECSD, CSCN and EPSB are supportive of amending Schedule D to remove reference to community leagues. EPSB and the City will check on the issue of liability on jointly titled sites. It may already be covered in the amending agreement.	Item tabled to next meeting	LMC to be updated
6.1 SC Action Plan – ongoing review	Craena presented the SC action plan for review. Actions completed for this year have been noted and upcoming actions were highlighted.	Action plan is being implemented as planned	Craena to update plan prior to next meeting.
6.2 Land Allocation for CSCN - update	As indicated in the SC action plan, Henri shared the CSCN plan for school site acquisition in Edmonton to clearly articulate needs to the joint	Received as information.	

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	use partners. He will continue to work with partners to obtain sites in all 4 quadrants of the city.		
6.3 Summer Access - Preparation	Craena provided a verbal update on preparations for summer access. Several community groups have submitted their applications and arrangements are being made for space in schools. REACH Edmonton has provided support for the coordinator position.	Update received as information	Craena to follow-up
6.4 Facilities Agreement Review Process - update	The FMC review working group met to discuss the upcoming review and asked for clarification from Steering Committee on what their involvement should be. FMC has posed the question if there is merit in re-joining the agreements into one agreement. This could be an item for discussion by SC in the review process. Heather commented that perhaps as part of the FMC review there could be an engagement process for user groups/focus groups of some sort (survey, other) that might capture input outside of the existing committee structures (Field Users Group, Arenas and Pools, etc.).	Agreed that the SC would approve the review process. The FMC and working group would make recommendations on what changes are needed in the agreement. A draft of the review process will be discussed at the SC strategic planning session.	Craena to follow-up
7.1 New Business – Cancellations Analysis - update	Chris provided a verbal report on analysis their board has conducted regarding cancellations by schools of joint use time. Their board is taking numerous steps to alleviate cancellations.	Received as information	
8. LMC Update	Jennifer provided a verbal update on LMC activities. Brief discussion held on proposal to develop a joint use zone.	Update received as information. SC would like LMC to provide a direct recommendation to move the proposal of a joint use zone forward.	Craena to follow-up. LMC to be updated.
8.1 Naturescapes Briefing Note	LMC submitted a briefing note with recommendations regarding Naturescapes for SC review. LMC recommends that Naturescapes not be a subcommittee under joint use and that any requests for funding be directed to the Steering Committee.	SC reviewed the briefing note and accepted the recommendations of LMC. Craena to provide a copy of the briefing note to the current chair of the Naturescapes committee.	Craena to follow-up. LMC to be updated.
9. FMC Update	Jennifer provided a verbal update on FMC activities. Cancellations are continuing to be an issue and each partner is working internally to improve in that area.	Update received as information.	

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9.1 Cost Model Review Briefing Note	FMC submitted a briefing note outlining the results of the cost model review. This year an in-depth review was conducted of available time, additional time, staffed sports fields and summer access rates. FMC recommends that all of the rates remain the same for the coming year.	SC reviewed the briefing note and accepted the recommendations of FMC.	Craena to update appropriate schedules. FMC to be updated.
10.1 SC Strategic Planning Session	Craena presented the first draft of the agenda for the strategic planning session for review	Craena will review the agenda with Chair and email to SC when finalized.	Craena to follow-up
10.2 Rotation of SC Chair	Brief discussion held on the rotation of the Steering Committee chair for the fall. CSCN was provided with an opportunity to be included in the rotation and Henri asked that it be passed to the next partner in line which is ECSD.	Boris indicated he would assume to role of chair for Joint Use for the next two years.	Craena will arrange a chair transition meeting over the summer.
11.1 Vision/Mission check	Vision / Mission check reviewed		
11.2 Information Sharing	CSCN – Henri advised that their board will be operating a school in Lloydminster in September and are discussing the possibility of operating a school in Sherwood Park as well. They are expecting to go to tender for their new school in St Albert. City – Heather advised that with the reference to Big City Charters in the MGA there has been a lot of effort within their organization to move it forward. Grant advised that discussions on annexation are ongoing.	Received as information	
12. Agenda Building	Agenda items for next meeting reviewed.	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.	Craena to follow-up
13 Next meeting date: <b>SC Planning Session – May 13-15, 2015, Banff Centre</b>			