

Minutes: Joint Use Steering Committee

Tuesday, April 2, 2019 - 1:30 pm to 4:00 pm

Edmonton Tower - Third Floor Meeting Centre

Attending: Gary Dewar, City of Edmonton (Chair)
 Greg Heaton, City Of Edmonton
 Peter Ohm, City of Edmonton
 Cheryl Shinkaruk, Edmonton Catholic Schools
 John Fiacco, Edmonton Catholic Schools
 Doris Paquette, Edmonton Catholic Schools
 Chris Wright, Edmonton Public Schools
 Roland Labbe, Edmonton Public Schools
 Marc Labonté, Conseil scolaire Centre-Nord (by phone)
 Craena Coyne, Joint Use Coordinator

Regrets: N/A

Guests: Tom Lumsden, City of Edmonton
 Carole Karbonik, Edmonton Catholic Schools

ITEM	DISCUSSION	OUTCOME	FOLLOW-UP
1. Welcome and Call to Order		Gary called the meeting to order and welcomed everyone	
2. Agenda Review		Agenda accepted as revised	
3. Review of Previous Minutes	Draft minutes of Steering Committee meeting held on January 25, 2019 were reviewed.	Minutes were accepted as presented.	Craena to post the minutes on JUA website
Presentation:	Brief presentation received from Tom Lumsden regarding the Blatchford project.	Presentation received as information	
4. New Business			
4.1 Schedule D - Understanding of Positions	<p>Brief discussion was held to outline how Schedule D evolved. This stemmed from Sections 4.5 and 4.6 of the Land agreement - 4.5 to determine land designations for transfer of lands to schools districts when schools are funded; 4.6 to review of existing reserve land - MR, SR to determine if sites should be redesignated MSR.</p> <p>A lot of work and discussion was held on this topic and Steering Committee agreed that a separate schedule be developed to outline how each partner's sites would be designated. The schedule was being prepared for inclusion in the existing agreement through an amending agreement. That process was placed on hold pending the outcome of the MMGA and City Charters negotiations. The</p>	<p>Agreed that a working group be formed to develop a fourth scenario. Working group to consist of: Roland, Greg, Doris and Marc. Craena will schedule meeting.</p> <p>Steering Committee to be updated at the next meeting and a focused discussion be planned as soon as possible.</p> <p><i>* At the June 12 meeting, SC indicated that Lindsay Butterfield should be included in the working group.</i></p>	

Minutes: Joint Use Steering Committee

	City advised that Title transfers are on hold until Schedule D is resolved. Steering Committee would like to resolve this issue and wanted to have an understanding of each partners' position. General discussion held on scenarios outlined in Schedule D. Carole Karbonik outlined the position of ECSD. It is suggested that a fourth scenario is needed.		
4.2 Title transfers	Included in Schedule D discussions	Title transfers are on hold until Schedule D is resolved.	
4.3 St Andrew	Discussion was held regarding sale of St Andrew site. Issues discussed were appraisal approaches and appraisal terms of reference as well as communication between partners and how to address third party offers.	Agreed that Steering Committee would review the instructions to appraisers, the appraisal principles and all appraisals in the pilot.	Craena to follow-up with Roland
4.4 City-run Summer Camps	Discussion was held regarding requests for schools for city-run summer camps. These requests are outside of the summer access program. There was agreement last year that City could approach boards when space needed south of Henday. In these cases the City applies directly to school board. Boards indicate that there are increasing costs to do this.	City will work with EPSB to determine costs that should be recovered.	
4.5 Status of Incident Report Process	Brief discussion held. Craena advised that there is an incident report process in place and FMC is currently working on developing a written process to include an arbitration process.	FMC to update Steering Committee at the next meeting.	
4.6 Insurance for User Groups	Brief discussion held. Craena advised that FMC is starting discussions about insurance requirements and providing proof of insurance. This year the summer access groups will be required to provide proof of insurance.	FMC to update Steering Committee at the next meeting.	
5. Business Arising for Minutes			
5.1 Facilities Agreement – status of signing	Chris indicated that their administration won't sign the new agreement with Schedule F included. Brief discussion held about removing Schedule F.	It is recommended that the revised agreement move forward for signature without Schedule F.	Craena will update document and share with partners.
5.2 Servicing Costs	Marc indicated that their board is not ready to move forward and would like	Greg proposed that the servicing costs proposal be revised to deal	

Minutes: Joint Use Steering Committee

Proposal - update	more time to review implications of new servicing costs that may be applied. He suggested that any discussion about new servicing costs should involve the Province as well.	with historical costs only. Greg will follow-up with legal counsel for each partner to review.	
6. LMC Update	LMC met on March 14. Issues discussed were: <ul style="list-style-type: none"> ➤ Updates to parkland change process and business processes for assembling school sites ➤ Costs of signage on vacant school sites ➤ Updates from several working groups on progress made so far 		
6.1 Downtown Open Spaces Plan & Schools - working group update	Steering Committee had requested key messages regarding the Downtown Public Places Plan. LMC prepared a briefing note with core principles about how joint use partners would collaborate on education planning in the future as it relates to the Downtown Public Places Plan.	Steering Committee suggested that core principles 2 and 3 be switched. Briefing note recommendations and core principles accepted as revised.	Craena will update LMC
6.2 LMC Briefing Note - Private use of joint use site	Discussion was held about the issue highlighted in the briefing note from LMC on private use of joint use sites. NSP planned for Decouteau Northwest proposes locating a private school adjacent to MSR school/park site. Planners believe that the private school is expecting to strike up a separate agreement with the City for use of the open space / sports fields. LMC would like direction from Steering Committee. Agreed that this is an urban planning issue rather than a joint use issue.	Steering Committee confirmed that joint use sites are intended for use of publicly funded school authorities. The size and design of this site is for one school only. The school will make full use of the site and it wouldn't support continuous programmed use by a private third party during the school day. Casual use is allowed. The Joint Use agreement provides for priority of use for programmed activities on evenings and weekends by joint use partners.	Craena to update LMC
6.3 Encumbrances Working Group - project scope	Craena presented the project scope developed for the Encumbrances working group outlining work directed by Steering Committee.	Project scope was reviewed and a minor change was suggested to the final bullet in assumptions. 'Council will consider lane closures'. Project charter approved as revised.	Craena to update LMC and working group.
7. Action Plan Items			
7.1 Action Plan for 2018/19 - monthly review	Craena presented the SC action plan for review.	Action plan items are on track as planned.	
7.2 JUA Annual Report / 60 years	Tabled to next meeting		

Minutes: Joint Use Steering Committee

8. Administrative Items			
8.1 Steering Committee Planning Session - draft agenda	Craena confirmed that Pigeon Lake has been booked for the planning session in May 2019.	Appraisals and Schedule D added to the agenda for the planning session.	Craena will follow-up
8.2 JU BBQ Location - update	New location is needed. Craena will explore other venues.		
9. FMC Update			
9.1 FMC Update	Craena advised that FMC met on March 11. They received a presentation from the Supervisor of Sports field maintenance from City Operations. They are working on documenting an incident report process and have commenced discussion on proof of insurance requirements.		
9.2 FMC Briefing Note - Schedule C - Cost model yearly review	Craena presented a briefing note outlining proposed changes to Schedule C - the cost model. They recommend the following revisions: <ul style="list-style-type: none"> ➤ Provide access to multipurpose spaces within proximity of the gymnasium which may be considered a bookable space. ➤ Multipurpose spaces will be indicated by schools within the next year and then available on a pilot basis for two years. 	Minor revision made to wording of last bullet point - schools should be school districts. Steering Committee approve revisions to Schedule C - the cost model as recommended by FMC.	Craena to update FMC.
9.3 Summer Access - update	Craena also provided an update on the preparation for summer access. So far 16 groups have applied for 25 camp locations. 13 schools have been tentatively confirmed.	Update received as information	
10. Partner Sharing			
10.1 Vision/Mission check	Vision / Mission check reviewed		
10.2 Information Sharing	Informal information sharing		
11. Agenda Building	Agenda items for next meeting reviewed. Rotation of JU Steering Committee chair	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.	
12. Next meeting date: now scheduled for Thursday May 16, 2019 8:30 to 4:00pm planning session <i>note: Planning session adjourned to a later date. Next SC meeting is June 12 at 2:30 pm</i>			