

Minutes: Joint Use Steering Committee

Monday, June 4, 2018 - 2:30 pm to 4:15 pm

Kinsmen Clubhouse - 9150 Walterdale Hill

Attending: Todd Wyman, City Of Edmonton (Acting Chair)
Gary Dewar, City of Edmonton
Boris Radyo, Edmonton Catholic Schools
Doris Paquette, Edmonton Catholic Schools
Cheryl Shinkaruk, Edmonton Catholic Schools
John Fiacco, Edmonton Catholic Schools
Chris Wright, Edmonton Public Schools
Roland Labbe, Edmonton Public Schools
Marc Labonté, Conseil scolaire Centre-Nord
Craena Coyne, Joint Use Coordinator

Regrets: Robert Lessard, Conseil scolaire Centre-Nord
Roger Jevne, City of Edmonton

Guests: N/A

ITEM	DISCUSSION	OUTCOME	FOLLOW-UP
1. Welcome and Call to Order		Todd 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 March 22, 2018 were reviewed.	Minutes were accepted as presented.	Craena to post the minutes on JUA website
4. Business Arising for Minutes			
4.1 Facilities Agreement – status of signing	Chris advised that the revised Facilities agreement has not been signed off by their board and they are working internally to resolve any outstanding questions.	Item to be brought back to Steering Committee in September.	
4.2 Appraisal Principles - report	Roland advised that a briefing note is attached for review prior to the Steering Committee planning session. Ken Morris is in the process of finalizing the terms of reference	Full report will be presented and discussed at planning session.	
4.3 EPCOR Drainage Utility and Dry Pond Planning - update	Roland advised that they are seeking clarification on who will be responsible for land acquisition for dry ponds. Appraisal terms are linked to this as well. Brief discussion held.	Todd advised that he will connect with Roland separately to discuss.	
4.4 Heritage Valley - update on joint collaborations	Chris provided a verbal update on progress being made on this project.	Update received as information	
4.5 Highlands School project - update	Chris provided a verbal update on progress being made on this project.	Update received as information	
5. New Business			

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5.1 Joint Use Planning Agreements Regulation - update	Craena advised that no additional information has been provided regarding the regulations. Brief discussion held about the collaboration tables with the Province.	Update received as information	
6. Action Plan Items			
6.1 SC Action Plan 2017/8 – monthly review	Craena presented the SC action plan for review. Action plan items are on track as planned.	Action plan reviewed	
6.2 Planning Session - changes to draft agenda	Craena presented a revised agenda for the Steering Committee planning session. Greg Heaton will attend on behalf of the City as well.	Agenda accepted as revised	
7. LMC Update	Craena provided a verbal update on activities at LMC The next LMC meeting is on June 7 and the City will present information on risk assessment. Presentations received on May 10 about Zoning and the City's Business Transformation Project as it related to the LDA process. LMC received updates on cannabis legislation, integrating school land data and playgrounds working group.	Update received as information	
7.1 Site Functionality - briefing note	Marc presented the Site Functionality report and briefing note. LMC recommends that this report be accepted by Steering Committee and that Steering Committee directs release of the report within partner organizations and promotes the use of the report as best practice for developing school sites.	Steering Committee approves the report as best practices and directs sharing with all partners and public as appropriate.	Craena to update LMC and work with partners to share document.
8. FMC update	Craena provided a verbal update on activities at FMC FMC met on May 7th and discussed the following: RAMS update, review of gym activity descriptions, gym legend and summer access issues.	Update received as information	
8.1 Community Donation Guidelines - briefing note	Craena presented a briefing note along with draft guidelines for community donation of sports equipment. FMC recommends that the Guidelines to Determine Process for Community Donations of School Gymnasium Equipment be approved. Brief discussion held about vetting of donated equipment.	Steering Committee approves the guidelines and directs Cheryl and Craena to revise wording to reflect discussion points.	Craena to update FMC

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8.2 Summer Access - update	Craena provided a verbal update on summer access program and indicated that a number of groups have yet to be placed. So far 28 groups are requesting 34 schools.	Update received as information	Craena to follow-up
9. Administration			
9.1 Joint Use Relationship Survey - reminder	Reminder to committee members to complete survey as soon as possible.	Update received as information	
9.2 Informational Meeting with City's All things School rep	Craena advised that she met with Greg Heaton to provide an overview of joint use and work in progress.	Update received as information	
9.3 Coordinator Performance Review - SC Feedback (in camera)	Held in camera - no notes taken		
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.	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: Strategic Planning Session - June 14 & 15, 2018 - Buffalo Mountain Lodge – confirmed			