



Joint Opportunities Task Force (JOTF) Agenda

Date: February 13, 2015
Time: 12:00 p.m. Lunch, 12:30 p.m. Start time – 3:00 p.m.
Location: Sturgeon County – Cardiff Room

Invitees: City of St. Albert
Councillor, Wes Brodhead
Councillor, Cathy Heron
Councillor, Gilles Prefontaine
Patrick Draper, *City Manager*
Jacquie Hansen, *Manager, Intergovernmental and External Affairs*

Sturgeon County
Councillor, Jerry Kaup
Councillor, Susan Evans
Councillor, Wayne Bokenfohr
Peter Tarnawsky, *Chief Administrative Officer*
Leslie Chivers, *Senior Advisor, Inter-municipal Matters*

Agenda:

1. Call to Order (Chair)
2. Approval of Agenda (Chair)
3. Approval of Meeting Minutes of January 9, 2015 (Chair)
4. JOTF Work plan (attached)

Recommendation: That the JOTF work plan be updated as noted

5. Villeneuve Airport recommendations to IAC

1. *That JOTF recommend to the IAC that the IAC recommend that both Sturgeon County Council and St. Albert City Council make Villeneuve Airport an advocacy priority.*

2. *That JOTF recommend to the IAC that the IAC direct the IASAG to explore a collaborative financial model to fund the necessary infrastructure for Villeneuve Airport.*

6. Terms of Reference – Boundary Adjustment Process for discussion (attached)

Recommendation: That the JOTF conduct an environmental scan of documents that outline a successful boundary adjustment process, for ultimate recommendation to the IAC.

7. Adjournment (Chair)

**Meeting Minutes – Joint Opportunities Task Force
January 9, 12:00 p.m. – 3:00 p.m.
City of St. Albert – Council Lounge**

Attendees:

Sturgeon County:

Councillor, Susan Evans
Councillor, Jerry Kaup
Councillor, Wayne Bokenfohr
Mayor, Tom Flynn (Ex-Officio)

City of St. Albert:

Councillor, Gilles Prefontaine
Councillor, Wes Brodhead
Mayor, Nolan Crouse (Ex-Officio)

Guests from the Edmonton International Airport

Dale Klein, Board Member
Tom Ruth, President and CEO
Steve Maybee, Vice President, Operations
Steve Rumley, Vice President, Infrastructure

Administration:

Leslie Chivers, *Senior Advisor, Inter-municipal Matters, Sturgeon County*
Jacquie Hansen, *Manager, Intergovernmental and External Affairs, City of St. Albert*

Regrets: Councillor Cathy Heron, City of St. Albert

1. Call to Order

S. Evans, meeting chair, called the meeting to order at 12:20 p.m.

2. Approval of Agenda

W. Brodhead moved that the agenda for January 9, 2015 be adopted.

CARRIED UNANIMOUSLY

3. Approval of Previous Meeting Minutes of December 19, 2014

J. Kaup moved that that the Previous Meeting Minutes of December 19, 2014 be approved.

CARRIED UNANIMOUSLY

4. Presentation from Edmonton International Airport (Dale Klein, Tom Ruth, Steve Maybee and Steve Rumley)

W. Brodhead moved to receive the presentation as information

CARRIED UNANIMOUSLY

**** G. Prefontaine arrived at 12:30 p.m.

Villeneuve Airport Priorities Recommendations to the IAC

3. *Recommendation: That JOTF recommend to the IAC that the IAC advise both Sturgeon County Council and St. Albert City Council to make Villeneuve Airport an advocacy priority.*
4. *Recommendation: That JOTF recommend to the IAC that the IAC advise the administration of both Sturgeon County and the City of St. Albert to explore a collaborative financial model to fund the necessary infrastructure for Villeneuve Airport.*

J. Kaup moved to accept the recommendations to the IAC.

CARRIED UNANIMOUSLY

5. Update on Airport Visits

W. Bokenfohr to look into the possibility of February 13 to visit Springbank Airport and Red Deer Regional Airport.

6. Update on Alberta Health Services meeting

S. Evans reported that she is still waiting on a date to be confirmed by the Health Minister's office.

7. Terms of Reference for Boundary Adjustments Process Recommendations to the IAC

1. *Recommendation: That JOTF acquire a facilitator to assist in the development of the Terms of Reference for Boundary Adjustments, to be received as information.*
2. *Recommendation: That JOTF provide an update to the IAC with respect to the development of the Terms of Reference by Q42015.*

G. Prefontaine moved to accept the recommendations to the IAC.

CARRIED UNANIMOUSLY

8. Adjournment

The Chair called for an adjournment at 2:30

CO-CHAIR

CO-CHAIR

ADMINISTRATIVE OFFICER

ADMINISTRATIVE OFFICER

DRAFT

Joint Opportunities Task Force – 2014 / 2015 Work plan (In order of priority)

Shared Vision for the Villeneuve Area and Airport

- Objective: To gather input and ultimately provide a recommendation to the IAC regarding a plan to work together on a shared vision for the Villeneuve area and airport.
- Next Steps:
 - o In August 2014, schedule and receive a presentation / tour from the Edmonton International Airport Authority regarding the Villeneuve Airport.
 - o In August 2014, schedule and receive a presentation from the St. Albert Chamber of Commerce regarding the Villeneuve Airport.
 - o In December 2014, schedule and receive a presentation from the Alberta Aviation Museum Association
 - o In Q4 2014, determine next steps for the JOTF in support of Sturgeon County's Villeneuve ASP consultation.
 - o In Q1 2015, schedule and receive a presentation from the Edmonton International Airport Authority regarding the Villeneuve Airport
 - o In Q1 2015, schedule a tour of Springbanks Airport and Red Deer Airport
 - o In Q1 2015, schedule a meeting with the Health Minister

Joint Principles for Future Land Use Planning and an Approach to Future Municipal Boundary Adjustments

- Objective: To research and ultimately provide a recommendation to the IAC regarding best practice(s) on joint planning principles and an approach to intermunicipal boundary adjustments.
- Next Steps:
 - o In Q1 2015, review the former St. Albert / Sturgeon Intermunicipal Development Plan.
 - o In Q1 2015, review public minutes from Sturgeon County in order to understand the decision to exit the St. Albert / Sturgeon Intermunicipal Development Plan.
 - o In Q1 2015, prepare a term of reference for a joint boundary adjustment framework review.
 - o Following the completion of a terms of reference, apply for an Alberta Community Partnership (ACP) grant that will result in detailed research, best practices (from Alberta and beyond), and a recommendation to the IAC.

Opportunities for Provincial Regional Collaboration Grant Proposal(s)

- Objective: To gather research and ultimately provide a recommendation on opportunities to the IAC, for joint projects or joint initiatives, that may fall within the objectives of the ACP grant program.
- Next Steps:
 - o Starting July 2014, monitor the ACP for announcements on its new approved criteria.
 - o Following the announcement of criteria, schedule a presentation from Alberta Municipal Affairs regarding the program.
 - o In Q1 2015, request that the Administration of the City and County each provide lists of potential joint projects for consideration.
 - o In Q1 2015, each Chair will also compile a list of potential joint projects for future discussion.

**BOUNDARY ADJUSTMENT PROCESS
TERMS OF REFERENCE
BETWEEN
THE CITY OF ST. ALBERT AND STURGEON COUNTY**

PRINCIPLES for Sub-Regional Planning and Boundary Discussions

Sturgeon County and the City of St. Albert will work in the spirit of co-operation and collaboration for the mutual benefit of Sturgeon County and the City of St. Albert. In particular, to focus on those lands adjacent to the shared boundary of the municipalities and within the area defined as the Capital Region Board's Priority Growth Area "B" (PGA).

- ***Will work together*** to enable orderly and effective decision-making regarding infrastructure, lands and boundaries;
- ***Will work together*** in a manner which respects the rights of landowners
- ***Are committed*** to the policies and principles of the Capital Region Growth Plan, and to compliance with all statutes and regulations of the Province of Alberta
- ***Are committed*** to timely, seamless and cost effective design and delivery of mutually supported infrastructure for mutual benefit;
- ***Agree*** that the cost of mutually beneficial growth is ultimately to be funded by growth itself and that the municipalities incurring costs for such infrastructure shall be reimbursed from the benefitting parties;
- ***Recognize*** that development within the PGA area requires further statutory planning and consultation, and that formal approval of both municipalities is required prior to new multi-lot developments within the PGA;
- ***Will*** jointly and positively communicate with the public regarding the progress of their collaborative efforts;
- ***Shall*** conduct periodic reviews of their shared boundary that consider a delineation between urban and rural build form, municipal servicing requirements and costs, and other considerations as required;
- ***Acknowledge*** that the City of St. Albert is the best position to provide for the development and servicing of higher density urban built form as a natural extension of the city;
- ***Acknowledge*** that Sturgeon County is in the best position to provide for the development and servicing of lower density rural built form; and
- ***Agree*** that funding to develop opportunities will continue to be jointly pursued through provincial or federal grant programs where possible, or through internal resources as required.

GOALS

- To enhance quality of life in both municipalities
- To facilitate economic opportunities and ensure that developers in both municipalities have access to land for residential, commercial industrial and associated growth
- To coordinate the provision of infrastructure and services across jurisdictional boundaries where opportunities exist
- To facilitate inter-municipal boundary discussions
- To reflect the Capital Region Board's Growth Plan and policies
- To provide an equitable framework for discussion

ANNEXATION VS. JOINT SERVICING

- Facilitated workshop



**Meeting Minutes - Joint Opportunities Task Force
February 13, 2015, 12:30 p.m. – 3:00 p.m.
Sturgeon County – Cardiff Room**

Attendees:

Sturgeon County:

Councillor, Susan Evans (Co-Chair)
Councillor, Jerry Kaup
Councillor, Wayne Bokenfohr

City of St. Albert:

Councillor, Gilles Prefontaine (Co-Chair)
Councillor, Cathy Heron
Councillor, Wes Brodhead

Administration:

Patrick Draper, *City Manager, City of St. Albert*
Jacquie Hansen, *Manager, Intergovernmental and External Affairs, City of St. Albert*
Peter Tarnawsky, *Chief Administrative Officer, Sturgeon County*
Leslie Chivers, *Senior Advisor, Inter-municipal Matters, Sturgeon County*

1. Call to Order (Chair)

S. Evans called the meeting to order at 12:35 p.m.

CARRIED

2. Approval of Agenda (Chair)

C. Heron moved that the agenda for February 13, 2015 be adopted.

CARRIED

3. Approval of Meeting Minutes of January 9, 2015 (Chair)

J. Kaup moved that the meeting minutes of January 9, 2015 be adopted.

CARRIED

4. JOTF Work plan

Motion: W. Brodhead moved that the JOTF work plan be numerated updated to add items 5,6,7 and remove 1&2 under the Villeneuve Area and Airport work plan item.

CARRIED

Motion: G. Prefontaine moved that the JOTF recommend removing ties to specific funding in work plan item 3.

CARRIED

5. Villeneuve Airport recommendations to IAC

Motion: J Kaup moved that JOTF recommend to IAC that both Sturgeon County Council and St. Albert City Council make Villeneuve Airport an advocacy priority.

CARRIED

6. Terms of Reference – Boundary Adjustment Process for discussion (attached)

Motion: W. Brodhead moved that the JOTF review the previous IDP between the City of St. Albert and Sturgeon County with the thought of creating a Joint Growth Plan that may lead to a renewed IDP.

CARRIED

7. Adjournment (Chair)

CO-CHAIR

CO-CHAIR

ADMINISTRATIVE OFFICER

ADMINISTRATIVE OFFICER