

STURGEON RIVER WATERSHED ALLIANCE

March 27, 2014 9:00 am – 11:00 am
East Boardroom, St. Albert Place, 5 St. Anne Street, St. Albert

Draft Meeting Minutes

Present: Gilles Prefontaine, Councillor, City of St. Albert
Don Harrison, Mayor, Town of Onoway
Ed McLean, Councillor, City of Spruce Grove
AnnLisa Jensen, Councillor, Parkland County
Phyllis Kobasiuk, Councillor, Parkland County
Pat Alexander, Reeve, Clearwater County
Doug Horner, Mayor, Town of Gibbons
Ferd Caron, Councillor, Sturgeon County
Bernie Poulin, Summer Villages of Lac Ste Anne County East
Billie Milholland, Communications Manager, NSWA
David Trew, Executive Director, NSWA
Melissa Logan, Basin Planner, NSWA
Leah Kongsrude, Director of Strategic Services, City of St. Albert
Meghan Myers, Environmental Coordinator, City of St. Albert
Jason Madge, Public Works Manager, Town of Onoway
Duncan Martin, Planner, Parkland County
Francisca Karl, Planner, City of St. Albert
Mary Ellen Shain, Watershed Coordinator, NSWA
Meghann Matthews, Administrative Assistant, NSWA
Jim Gendron, Facilitator, LTG Consulting

Meeting Objectives:

- provide an overview of the Sturgeon River Watershed Management Plan project
- review and discuss the Terms of Reference for the group
- elect a Chair and Vice Chair and to discuss the municipal expectations from the planning process

1. Welcome and Introductions

Jim Gendron reviewed and confirmed the agenda with all of the participating municipal Councillors.

NSWA President Pat Alexander provided an overview of the value of watershed planning for the Sturgeon River watershed. He commended the Councillors for their commitment and

participation, and the effort to date of the Technical Advisory Committee in providing the foundation for the watershed plan.

2. Watershed Management Planning Overview

David Trew, NSWA, provided a background presentation on watershed planning:

- overview of the North Saskatchewan River Watershed Alliance
- overview of the watershed, highlights of the *North Saskatchewan River Integrated Watershed Management Plan*
- NSWA's strategic goals
- local watershed partnerships
- coordination and engagement that will be required during the Sturgeon River Watershed Management Plan preparation

3. Sturgeon River State of the Watershed Report Overview

Leah Kongsrude, St. Albert provided a presentation on the *State of the Sturgeon River Watershed – Report Overview and Inter-Municipal Partnership*. Her presentation included:

- a description of the Sturgeon River Watershed – land use, extent, population, water quality, and concerns that have been identified
- highlights of the State of the Sturgeon Watershed Report
- municipal success stories
- proposed next steps in leading and developing a Sturgeon River Watershed Plan

4. Councillor Expectations From the Process

Councillors were asked what expectations they believed should be met during the preparation of the Sturgeon River Watershed Management Plan. The following expectations were provided:

Water Quality and Quantity:

- water quality and quantity is acceptable where the Sturgeon River enters the North Saskatchewan River
- ensure water quality in Atim Creek

Monitoring:

- monitoring of watershed conditions

Participation, Commitment and Engagement:

- understanding of the watershed planning group members' roles on the Steering (Councillor) Committee – who are confirmed members, what members' roles are, how others will be engaged
- all municipalities in the watershed are participants

- First Nations are involved
- opportunity to move forward through collaboration with shared responsibility for protection of the watershed

Decision Support:

- coordination and alignment of existing municipal plans
- solid achievable recommendations that have some “clout” with both the Province of Alberta as well as municipalities within the watershed
- recommendations and guidelines that can be used for all developers within the watershed

5. Review and Discuss Terms of Reference

Councillors discussed the proposed *Sturgeon River Watershed Management Plan Steering Committee Terms of Reference* (October 25, 2013) briefly with their Technical Advisory Committee (TAC) members. The councillors were asked to provide their comments on each of the sections of the proposed Terms of Reference.

PURPOSE:

- ensure that the “collaborative” component of the purpose statements is emphasized based on the expectations noted by Councillors
- the second objective under the purpose statement should have a statement identifying who will receive the recommendations

MEMBERSHIP:

- include the Summer Villages of Lac Ste Anne County East (SVLACE) which includes 13 communities
- determine quorum for 2014 and annually thereafter based on committed, active membership in the group
- since not all municipalities and First Nations may be able to participate annually, municipalities noted in the Terms of Reference (plus SVLACE) should be identified and termed “active”
- those municipalities and their representatives who, for whatever reason, can’t participate in any given year, be included as a second category of member (e.g. “Associate Members”, or “informed members”) who would be kept informed during Sturgeon River Watershed planning, assessments and recommendations

VOTING:

- in the first sentence revise it to read something like “One vote is assigned to each **active** member municipality and First Nation” or “One vote is assigned to each active member municipality and First Nation representative”

MEETINGS:

- the Steering Committee should meet more than twice a year given the requirement to approve work plans for the TAC, and to engage local and regional stakeholders

TECHNICAL ADVISORY COMMITTEE:

- add “industry representatives”
- also add “non-governmental organizations” which may include environmental or other organization representatives
- add “learning Institutions”
- clarify that the participation of elected officials on the TAC would be from those municipalities where there are limited staff resources available to participate on the TAC
- Terms of Reference should include a statement to ensure support is there for the TAC so members can provide dedicated time to the Sturgeon River Watershed Management Plan

STEERING COMMITTEE ROLES AND RESPONSIBILITIES:

- add that the Steering Committee will be responsible for approving a Terms of Reference for the Technical Advisory Committee
- the Steering Committee is responsible for communicating with their municipalities and others; there should be a commitment to communicate information and messages
- the Steering Committee will give final approval of the SRWMP along with an accompanying program for monitoring and evaluating the goals and outcomes from the SRWMP
- the roles and responsibilities for the Steering Committee should be more high level. Consider moving the Steering Committee roles and responsibilities detail to the TAC Terms of Reference
- remove the word “external” from the funding sources point as all sources, including internal, should be considered

NAME OF THE GROUP:

Since the terms “Task Force” and “Steering Committee” have been used to define the group, it was recommended that a new name be chosen. After discussion, the Steering Committee recommended that the name of the group be the *Sturgeon River Watershed Alliance*.

6. Chair and Vice Chair Election

Councillors agreed that the selection of a Chair and Vice-Chair was appropriate.

- Gilles Prefontaine, City of St. Albert, was nominated and selected as Chair of the Steering Committee.
 - Doug Horner – nomination
 - Ferd Caron – seconded the nomination
 - All in favour
- AnnLisa Jensen, Parkland County, was nominated and selected as Vice-Chair
 - Phyllis Kobasiuk – nomination
 - Ed McLean – seconded the nomination
 - All in favour

7. Next Meeting

The next meeting of the group was confirmed for Thursday, May 22, 2014 from 9:00 to 12:00 PM at a location to be determined in the City of St. Albert.

The focus for the meeting will be to review the revised Terms of Reference so that they can be taken for approval to all of the municipal councils within the Sturgeon River watershed.

8. Adjournment

Everyone was thanked for their time and participation.

The meeting adjourned at 11:40 AM.

**STURGEON RIVER WATERSHED ALLIANCE
STEERING COMMITTEE**

**May 22, 2014 9:00 am – 11:00 am
East Boardroom, St. Albert Place, 5 St. Anne Street, St. Albert**

Draft Meeting Minutes

Present: Gilles Prefontaine, Councillor, City of St. Albert
Ed McLean, Councillor, City of Spruce Grove
AnnLisa Jensen, Councillor, Parkland County
Doug Horner, Mayor, Town of Gibbons
Ferd Caron, Councillor, Sturgeon County
Bernie Poulin, Summer Villages of Lac Ste Anne County East
David Trew, Executive Director, NSWA
Melissa Logan, Basin Planner, NSWA
Leah Kongsrude, Director of Strategic Services, City of St. Albert
Meghan Myers, Environmental Coordinator, City of St. Albert
Jason Madge, Public Works Manager, Town of Onoway
Michael Silzer, Ecological Planner, City of Edmonton

Regrets: Don Harrison, Mayor, Town of Onoway
Robert Kohn, Lac Ste Anne County

Meeting Objectives:

- review and approve minutes from March 27 meeting
- review and approve the Terms of Reference for the Steering Committee and the Technical Advisory Committee
- discuss work plan for 2014

9. Opening

Chair Gilles Prefontaine called the meeting to order at 9:04 a.m.

2. Administrative items for Adoption

Agenda and minutes from the March 27 meeting were approved as presented. Quorum was reached with 6/8 active members present.

3. Review of Revised Steering Committee Terms of Reference

Chair Gilles Prefontaine led the review of the revised ToR. The Committee noted some changes that needed to be made regarding the membership and quorum sections. It was decided that active membership must be confirmed annually. Requests for representatives should be sent to all municipalities in September-October in order to meet the timelines for committee assignments in November. This request will come in the form of a letter from the Chair.

A listing of active and informed members will be provided to the group annually as a Schedule in order to determine quorum.

It was agreed that generally the members of the Steering Committee are empowered to make decisions on behalf of their respective councils. Certain issues may need to be taken back for council approval but this will be determined on an issue by issue basis. Meeting materials need to be distributed at minimum 3-4 weeks prior to a meeting in order to allow for time to take items to council.

The Steering Committee agreed that field trips to various locations within the watershed would be very helpful and educational for all involved.

Motion to approve the ToR with amendments: Bernie Poulin
All in favor
Motion passed

4. Review of Draft TAC Terms of Reference

David Trew led the review of the draft ToR for the TAC. The Steering Committee suggested changes to the membership and quorum sections that would align with the Steering Committee Terms of Reference. It should also be specified that TAC members should be present at all SC meetings.

Municipal representatives on the TAC would be the voting members. Based on the TAC work plan resource requirements, other organizations (NGOs, learning institutions, industry, others) will be invited to participate and provide expertise to the TAC and would be non-voting members. Membership would be determined annually, at the same time of year as the Steering Committee. Active and informed members will be listed annually in a Schedule, and informed members will receive copies of agendas, minutes and other pertinent information.

5. Proposed Project Work

David Trew provided an overview of the project work being discussed to date at the TAC. Leah Kongsrude asked the councillors what their environmental priorities are, and the list included:

- Stormwater management
- Water quality and quantity in the river and tributaries
- Lake management and lake water quality data
- Development pressures and their effects on the environment
- Public access to river while preserving its environmental integrity
- Loss of wetlands and compensation in other municipalities
- Smart development; integrating with the environment and using LEED standards
- Balance between social, economic and environmental considerations

The Steering Committee is looking for direction from the TAC with respect to the work plan for the next year. Funding considerations are a concern, and the City of St. Albert would be willing to be the lead municipality for a Regional Collaboration Grant application, if required. The general consensus is that action is desirable in the short term.

6. Closing

The meeting was adjourned by Chair Prefontaine at 11:00 a.m.

The next meeting of the group will be set in September, date and location to be determined.

ACTION REGISTER

1. TAC members to provide some field trip location ideas to the Steering Committee.
Steering Committee members to assist with logistics for the event (bussing, etc.).
2. NSWA to provide a Schedule of SC members, revise the SC Terms of Reference and circulate them to Steering Committee for approval (via email) before the next meeting.
3. NSWA to revise the TAC ToR and provide a Schedule of members.
4. TAC to draft a work plan for presentation at the next SC meeting.