

# MEETING MINUTES



MEETING      **Downtown Advisory Council Meeting**

DATE            March 26, 2015

LOCATION        Meeting Room B

TIME            3:00 – 5:00pm

PRESENT        Henrietta Coole, Ken Hammill, Len Kahn, Tom Lammer, John Leacock, Will MacTaggart, Dawn Owen, Ian Panabaker, Courtney Miller, Doug Minett, Marty Williams, , Steve Kraft, Dan Atkins, Kristel Manes

REGRETS        Kithio Mwanzia, Emily Ferguson, Don O’Leary

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><b>Items of Pecuniary Interest</b></p> <p>No items of pecuniary interest</p>
2	<p><b>Approval of Agenda</b></p> <p>Moved by Tom Lammer Seconded by Ken Hammill</p>
3	<p><b>Approval of Minutes</b></p> <p>Moved by Will MacTaggart Seconded by John Leacock</p>
4.1	<p><b>Downtown Parking – Cameron Walsh</b></p> <p>A short history on downtown parking was given for the new members of the DAC. Explained that the main issue is that the current parking capacity in the Downtown is limiting growth in every sector. The IBI report completed in 2014 fell short in its funding model and phasing. Cameron’s main focus moving forward is the funding model and looking at how to phase the project in order to unlock the capabilities of the downtown. Working sessions will be held as well as a communications campaign.</p> <p>Cameron hopes that the DAC will be able to inform and advise on staff development of materials and engagement strategy.</p> <p>Cameron’s goal is to move the parking master plan from an event to a process, this will entail the development a document which does not necessary solve all the problems but will develop a process to assist the current council in making some big decisions, not only the downtown parking issues but the periphery as well.</p>

	Additional meetings to be scheduled with the DAC to sound out the various financial models and documents as they move forward.
<b>4.2</b>	<p><b>Downtown Streetscape Manual – Tactical Urbanism Efforts – David deGroot</b></p> <p>David provided an update to the DAC on the status of the viewing platform on Macdonell. Current plan is to use planter boxes to define space. David has met with traffic and parking to discuss plan, they will be putting it into CAD to test further. Traffic is also looking into the signage that would be required. Business support is going to be very important and Marty has agreed to assist where he can. Communications piece will also have to be developed to accompany the launch of the platform at the end of May. Another idea discussed was trial lining of angled parking on Wyndham. David to develop the planning further .</p>
<b>4.3</b>	<p><b>Update from Wayfinding Subcommittee</b></p> <p>Dawn connected with Ella to discuss the role of the DAC in downtown public art initiatives. It was agreed that the DAC would take the lead on the Macdonell platform and the downtown wayfinding pilot. Further meetings to be scheduled internally in regards to the wayfinding pilot. Connections with the Public Art Committee and their interest in furthering Downtown activation will be set up.</p>
<b>4.4</b>	<p><b>Update from Communications Subcommittee</b></p> <p>Henri and Len presented the outline developed for the “DAC info blast”. Content was approved but suggestions were made in regards to sequence. Henri to present edited version at next DAC meeting. Len presented the website domains that were purchased for the DAC. Website content still to be discussed but all DAC members were in support of a website for the committee.</p>
<b>5</b>	<b>Next meeting – Thursday, May 21, 2015 at 3:00pm</b>

## ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
<b>1</b>	Courtney		Schedule DAC communications meeting
<b>2</b>	Courtney		Schedule internal meeting in regards to wayfinding