

# MEETING MINUTES



**MEETING**      **Downtown Advisory Committee Meeting**

**DATE**            January 19, 2017

**LOCATION**        Meeting Room A

**TIME**             3:00 – 5:00pm

**PRESENT**        Dan Atkins, Ken Hammill, Amy Kendall, Steve Kraft, Courtney Miller, Ian Panabaker, Will MacTaggart, Dorothe Fair, Marty Williams, John Leacock, Paul Osborne

**REGRETS**        Brenda Cassidy, Barbara Kelly, Len Kahn, Sarah Mau, Tom Lammer, Doug Minett, Don O’Leary

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Welcome</b>
2	<b>Items of Pecuniary Interest</b> No items of pecuniary interest
3	<b>Approval of Agenda</b> Quorum not present
4.1	<b>RFI Update</b> The intent of the RFI process is to assist staff in determining in what order the City owned sites should be made available to market for development. The soft launch of the RFI package occurred in December. Pre-identified developers were formally contacted by Collins Barrow in January with interviews taking place into February. It was confirmed that participation in the RFI process does not impact your involvement in other rounds of the procurement process. In fall of 2016, The Co-operators requested to be involved in the RFI process, communicating that in the next 3-5 years they will be looking for 180,000 sqft of office space.
4.2	<b>Council Priority Setting Workshop</b> During budget a 1% infrastructure levy was passed. A series of downtown workshops have been planned to begin setting priorities in accordance with the downtown secondary plan. These priorities will then inform the 2018 budget. Through this process we are looking for a financial commitment from Council in regards to downtown

	investment. First workshop planned for February 16 <sup>th</sup> with subsequent workshops in April and June. Later workshops will review and comment on the revised CIP implementation guidelines.
<b>4.3</b>	<p><b>Parking Matters Update</b></p> <p>Reissued RFP is clearer on level of finished desired as first round brought a wide range of cost per space due to level of finish.</p> <p>Preliminary meetings have been held with all major stakeholders in regards to the west parkade repairs. Budget allows for some repairs to take place this year.</p> <p>During 2017 budget deliberations, Council moved to take parking technology out of the 2017 budget in large part thanks to delegation by members of the DAC. Council has directed Staff to come back in Q2 of 2017 to discuss this item further.</p> <p>Parking Manager position has still not been filled. Once role is filled they will be a part of the parking technology discussion.</p>
<b>4.4</b>	<p><b>DAC Membership</b></p> <p>Henrietta Coole and Dawn Owen have resigned from the DAC. Clerks will be posting open positions in the upcoming week. Paul Osborne will now be sitting on the DAC as the representative from Conestoga College.</p>
<b>4.5</b>	<p><b>DRO Staff Discussion</b></p> <p>Downtown Development Officer contract position ends in May 2017. New Research Analyst position has been created within the Economic Development Office. Interview process will begin end of February.</p>
<b>4.6</b>	<p><b>Additional Items</b></p> <p>In Mid-January, Downtown Renewal Office as well as a couple members of the DAC met with the Chief of Police to discuss downtown police presence. DAC have also decided to present concerns to the Police Board. Marty Williams will also be forming a task force of downtown stakeholders to discuss and address safety in the downtown.</p>
<b>5</b>	<p><b>Adjournment.</b></p> <p>The meeting adjourned by consensus.</p>
	<b>Next meeting – Thursday, February 16, 2017</b>

## ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
<b>1</b>	Ian	Immediate	Find out how many companies responded to RFI