

MEETING MINUTES

MEETING	Downtown Advisory Council Meeting
DATE	July 23, 2014
LOCATION	Meeting Room 112
TIME	3:00 – 5:00pm
PRESENT	Ken Hammill, Tom Lammer, Doug Minett , Dawn Owen, Ian Panabaker, Karol Murillo, Courtney Miller, Dean Wyman
REGRETS	Kirk Roberts, Barbara Turley-McIntyre, Adrian Harding, John Leacock, Lloyd Longfield, Will MacTaggart , Don O’Leary, David Pell, Marty Williams

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>Presentation by Dean Wyman – Downtown Solid Waste Collection</p> <p>Background The downtown represents a small portion of city wide waste collection. Currently pickup in the downtown core takes 1-2 hours a day with 2-3 trucks. At the present time the downtown is set up as a three stream, bagged waste collection area with pickup 5 days a week. The change to automated pickup in the downtown is being implemented because of council’s approval of the plan to move to city wide automated waste pickup. Waste Management believe automated collection can work in downtown. In preparation for the transition to automated waste pickup in the downtown interviews were completed with downtown business owners in the summer of 2013 and Solid Waste began meeting with the DGBA to discuss the transition.</p> <p>Current Actions Status Solid Waste is currently completing their second summer of interviews with downtown business owners in regards to their waste collection needs. Waste Management has been in contact with all downtown businesses with the exception of five. Four automated pickup options have been proposed to downtown businesses through a mail out which asked each business to select the option that would work best for them. The results of this mail out will help Waste Management form the detailed plan for automated waste pickup in the core. The four options proposed include individual carts, on street receptacles, a combination of carts and on street receptacles and large communal receptacles. Of the 300 businesses 239 have returned the mail out and selected which waste collection option they would like to move forward with. Waste Management is hoping to have the rest of the responses by the end of the month. It has been determined that cardboard will continue to be bundled and set at the curb as it will not work with the new automated collection. Based on the results of the mail out so far the majority of business owners are not opting for carts but instead for the on street and large communal receptacles.</p>

	<p>Implementing Change</p> <p>Once all the waste collection mail outs have been collected a detailed plan will be created and presented at the end of August to the DGBA. Once there is an understanding of what waste collection in the downtown will look like and pick up has been mapped out meetings will be scheduled with all groups internally and externally, specifically with planning in regards to the streetscape manual standards and esthetics. Automated collection will not begin until the cart system is fully integrated into the residential neighbourhoods so that staff can focus 100% on the downtown and any issues that may arise. There will be a dedicated staff member who will deal with all downtown issues related to waste collection. Waste Management will also be bringing the detailed plan back to DAC in the fall</p>
2	<p>DAC Priorities, Progress and New Team</p> <p>Karol Murillo presented to the DAC the existing DAC Mandate and Term of Reference (Attachment 1). This is a document that will need to be reviewed and amended before the next term of the DAC. All DAC members have been asked to review and come back with comment for the next scheduled meeting. Karol also presented the Downtown Renewal Office Work Plan (Attachment 2). Again asked all DAC members to review and use as a tool for planning the upcoming DAC's priorities.</p>
3	<p>Next meeting – August 21, 2014 at 3:00pm</p>

ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1	Dean Wyman	Fall 2014	Return to the DAC to present detailed plan for downtown waste collection
2	All DAC Members	Aug 21, 2014	Review DAC terms of reference ad come back with comments
3	Doug Minett	TBD	Doug to reach out to all DAC members to discuss the upcoming term and if they would like to remain on the DAC