

MEETING MINUTES



MEETING **Downtown Advisory Council Meeting**

DATE June 19, 2014

LOCATION Meeting Room A
TIME 3:00 – 5:00pm

PRESENT Ken Hammill, Adrian Harding, Tom Lammer, John Leacock, Lloyd Longfield, Will MacTaggart, Courtney Miller, Doug Minnett, Don O’Leary, Dawn Owen, Ian Panabaker, David Pell, Marty Williams

REGRETS Karol Murillo, Kirk Roberts, Barbara Turley-McIntyre

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>June 18 Special Council Meeting Debrief</p> <p>The reports entitled “The Enterprise Framework Approach” and “Downtown Renewal Projects Update: Baker District and Parking Master Plan” were presented to Council. Both Council and staff were very pleased with the outcome of the evening.</p> <p><u>The Enterprise Framework Approach</u></p> <p>The following recommendations were approved:</p> <ol style="list-style-type: none">1. That Report FIN-DR-14-04 “The Enterprise Framework Approach” be received.2. That Council endorses the “Enterprise Framework” approach and that the tool be further developed for inclusion in Council’s strategic planning process;3. That the Strategic and Capital Planning priority setting discussions for the next term of Council inform use of the Framework; and,4. That the Communications and Engagement Strategy as described in Attachment 1 be undertaken as part of this work. <p>Feedback from Council included questions relating to the qualitative aspect of the report as well as the degree to which the portions would be adjustable. An emphasis on a non-rigid structure was stressed.</p> <p><u>Downtown Renewal Projects Update: Baker District and Parking Master Plan</u></p> <p>The following recommendations were approved:</p> <ol style="list-style-type: none">1. That Report FIN-DR-14-05 “Downtown Renewal Projects Update: Baker District and Parking Master Plan” be received.

	<p>2. That based on the decision level pro forma attached to this report, Council endorses the 'Private and Major Institutional' mixed-use development as the preferred option for the Baker District lands.</p> <p>3. That Council directs that, while acknowledging the ongoing Parking Master Plan community discussions, a 350 space structured parking project is required in the immediate term, in that the project start be identified in Year One of the 2015 10 year Capital Budget for consideration.</p> <p>4. That staff bring back to Council the recommended 'Level of Municipal Support' to be approved ahead of Conestoga College submitting a Post-Secondary Expansion RFP to the Province.</p>
2	<p>Parking Master Plan Update</p> <p>It was acknowledged by Council to bring the MPP back to Council next term. Despite the inconclusiveness of the plan, Council supported a 350 space inventory for inclusion in Year One of the 2015 10 year Capital Budget.</p> <p>In between the time when the parking study was conducted and now, a community engagement framework has been developed. This framework will be utilized in the next stages of the MPP development by City Staff and Glen Poiter, a 3rd party facilitator, who will assist with designing the engagement process.</p> <p>A need has been identified to validate and confirm the scope, affirm the decision and subject content and validate the feedback. Once the DRO receives feedback from Glen, it will be shared with DAC and staff to initiate conversations on next steps. Hopeful timelines are the end of June/early July.</p>
3	<p>Assistance by DAC with 2014/2015 Short Term Project Priorities</p> <p>Discussion surrounding identifying upcoming priorities that DAC can be engaged in. Request for the DRO to provide DAC with a list of items/actions they would like to achieve in 2014/2015.</p> <p>Items identified:</p> <p><i>Downtown Solid Waste Removal</i> – City Staff is moving forward with a plan to implement residential cart pick up in the downtown core. Marty Williams, on behalf of the DGBA, has concerns with this proposed change due to limitations with space and accessibility. He supports staying with the bag system that they are currently using. Dean Wyman and Janet Laird to attend the July meeting to present their views and receive any feedback from DAC.</p> <p><i>Streetscape and Downtown Manual</i> – In order for DAC to come to a consensus on their stance in regards to the St. George's Square redevelopment, it was suggested that two meetings be scheduled to discuss questions surrounding programming, options for alterations, cost, etc.: (1) DAC, Urban Design Staff and Streetscape consultant to meet next week and (2) DAC, Janet Laird, Todd Salter and David deGroot to meet at the July meeting. The PDF version of the Streetscape and Downtown Manual to be distributed to DAC members.</p>

	<p><i>Brownfields and Tax Increment Based Grant</i> – Sarah Purton and Al Horsman to attend a future meeting to provide a briefing on the financing structure of TIBG's, further explanation needed on the real impact of this program and strategies in place to extend the funding.</p> <p>Consensus that a delegation attend the August 12 CAFÉ Committee meeting to provide an update on DAC's membership and current/future projects. The creation of a Twitter account was also suggested to increase visibility of the DAC along with its projects.</p>
4	<p>Communications Strategy Update</p> <p>Communication support in the amount of \$20,000 was received for Enterprise Services. Discussion surrounding a "City Building" website including info graphics and a detailed description of what the term "City Building" means and why we are using it.</p>
5	<p>Introduction of Courtney Miller, Downtown Development Officer</p> <p>Welcome and introduction of Courtney Miller, Downtown Development Officer, who joined the DRO on May 26, 2014. Her work priorities include Baker, Fountain and Neeve St development, the outstanding purchase and sale on transit terminal, pursuing land properties on upper Wyndham, Metrolinx, and additional support to the DRO etc.</p>
6	<p>Next meeting – July 23, 2014 at 3:00pm</p>

ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1	Ian Panabaker	TBD	Forward Glen's notes regarding MPP engagement process to DAC for review
2	DRO Team	July 23	Provide DAC with a list of identified 2014/2015 priorities
3	Kate Wagler	July 23	Schedule Janet Laird and Dean Wyman to attend the July meeting
4	Kate Wagler	July 17	Schedule Janet Laird, Todd Salter and David deGroot to attend the July meeting
5	Kate Wagler	August 21	Schedule Sarah Purton and Al Horsman to attend the August meeting
6	DAC	August 12	Form a delegation to attend August 12 CAFÉ meeting and draft speaking points