

MEETING MINUTES



MEETING **Downtown Advisory Committee Meeting**

DATE May 18, 2017

LOCATION City Hall Meeting Room A

TIME 3:00 – 5:00pm

PRESENT Dan Atkins, Ken Hammill, Steve Kraft, Ian Panabaker, Marty Williams, John Leacock, Sarah Mau, Dorothe Fair, Alastair McCluskey, Len Kahn, Will MacTaggart, Paul Osborne, Kate Wagler (Recording), Tyler Omichinski

REGRETS Brenda Cassidy, Don O’Leary, Tom Lammer, Doug Minett, Jane Wielhorski

DISCUSSION ITEMS

ITEM #	DESCRIPTION
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1	<p>Welcome</p> <p>Welcome and introductions to DAC’s newest members, Tyler Omichinski and Alastair McCluskey. In Doug and Tom’s absence, Will be acting as Chair of the meeting.</p>
2	<p>Items of Pecuniary Interest</p> <p>No items of pecuniary interest.</p>
3	<p>Approval of Agenda & Minutes</p> <p>Due to a lack of quorum, approval of March and April Minutes delayed to next meeting.</p> <p>Request to add “Parking Manager Hire” to today’s agenda.</p>
4	<p>a) Wilson Street Update</p> <p><u>Parkade</u></p> <ul style="list-style-type: none"> • Received one tender that came in slightly under budget • Very positive and constructive negotiations have started with the proponent: The Newton Group Ltd. • Bringing to council a proposal that will outline the budget and the full build out of the parkade that proposes a potential 150-200 additional spaces than the parking design currently shows • Consensus that there were no objections from DAC to Staff recommending over 500 spaces (parking design currently shows about 300) to Council • The Communications department will be supporting the report to Council, however DAC should be prepared to delegate. • If possible a business case will be attached to the Staff Report addressing the backlog and financial model of the Parking Master Plan • Negotiations will be underway for more weeks – likely to go to Council in July

- DAC requires more concrete information before drafting a letter of recommendation or standing at the podium

Street

- The lower section of the street has been refinished with a temporary top
- The timing of Phase 2 (underground work and surface replacements from Macdonell to Parking lot) is not certain at this time; may be combined with another construction phase to increase efficiencies
- Tender went out for Phase 2 and had come back significantly over budget. Staff are re-grouping next week to determine what the factors are that caused the pricing difference.
- DGBA has sent a letter to Council regarding the proposed design of the road (trees, angled parking) and the direction of traffic
- The tender for the West Parkade repairs closes next week which will result in closures of portions of the Parkade for times during 2017 and 2018.

b) Zoning Bylaw Update and Workshop Discussion

- Planning Staff are currently incorporating comments and feedback received into the Zoning Bylaw Update, many of which are from DAC
- A Planning 101 workshop was proposed that would walk individuals through the planning application process; all members in attendance would be interested in attending

c) DGBA Boundary Expansion Proposal Update

- For the first time, DGBA is putting forward a request to Council to expand their boundary
- Will be proceeding in a step fashion – the first expansion request will include the existing area plus the area north of tracks (other areas identified are: (a) south of the tracks (b) the Ward)
- Two Step approval process:
 - BIA Members and Potential Members canvassed, asked to register objection.
 - If tests met that there are limited objections, Clerk brings expansion by-law to Council for a vote. Council has the right to support or decline adopting the by-law.
- The rationale behind the expansion is that if the BIA borders match the Urban Growth Centre boundary it could add 20-25% to the budget, providing more services to the businesses.

d) Downtown Implementation/Baker Lands Project Update

- A Special Council Meeting has been scheduled for July 17 that will walk Council through various options and status updates on future development.

e) Staffing Updates

- A permanent position within the Engineering & Infrastructure department has been created for a Parking Manager to oversee the Parking Master Plan and hope to have it filled within 2 months.
- Research analyst – offer is currently out
- Land Development Program Manager – details to follow shortly

5	<p>Adjournment.</p> <p>Meeting adjourned by consensus.</p>
	Next meeting – Thursday, June 15

ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1	Ian	June 15	Ian to provide an update on Wilson Street and Parkade to initiate a discussion on an action plan
2	Ian	June 15	Provide staffing update