



**MINUTES OF THE MEETING
SOUTH DOWNTOWN WATERFRONT COMMITTEE
HELD FRIDAY JANUARY 23rd, 2015 AT 9:00 A.M. IN ROOM 105 OF THE CITY'S
SERVICE & RESOURCE CENTRE @ 411 DUNSMUIR STREET, NANAIMO, B.C.**

PRESENT: Mr. David Witty, Chair Mr. Douglas Hardie (SECA)
 Ms. Ann Kjerulf Mr. Sasha Angus
 Mr. Darren Moss Mr. Doug Kalcsics
 Daniel Pearce (RDN Transit)

ABSENT: Mr. Chris Good (SFN) Mr. Mike Davidson (NPA)

STAFF: Mr. Bruce Anderson / Manager, Planning & Design Section
 Ms. Tamera Rogers, Planning Assistant

1. *Call to Order (9:00 a.m.)*

Agenda items as presented.

2. *Minutes*

Minutes 2014-DEC-05 Adopted.

3. *Charter Preparation – Working Session*

B. Anderson introduced the proposed agenda for today's working session.

T. Rogers presented the results of the Background Review respecting charters and the applicability to the South Downtown Waterfront Area. Her review included types and examples of charters used in the North American context, which included Project and Committee/Organization types of charters, as well as charters related to an Issue/Common Goals, and those defining Relationships between Groups. Examples reviewed in the presentation included those in Victoria, Auckland, Seattle, and Burlington.

The Committee received the presentation and engaged in a discussion relating to the purpose of a charter.

D. Witty noted the Auckland Charter and graphic, through the use of imagery helps the public relate to and share the vision.

D.Kalsics emphasized the Charter has to be an agreement; two-way (or multiple partners). He noted it is important to determine who your audience is.

A. Kjerulf agreed the Charter is a way to engage in a conversation.

D. Witty suggested the Auckland approach is perhaps the least we can do.

B. Anderson noted we are engaging in a process of developing a charter – gathering partners as we go.

D.Kalsics made reference to Great Britain and the tradition of using charters (e.g. Magna Carta).

D. Hardie reminded the group of the other community members. Question was asked – Why a charter?

B. Anderson reminded the committee of their stated approach. The South Downtown Waterfront Committee is ... *Exploring the means to achieve an integrated approach to the planning, development and implementation of the South Downtown Waterfront Area.*

D.Kalsics said it is important to carry the vision/guiding principles forward for development of the South Downtown Waterfront. Use the Charter as a bridge, and what mechanisms and process to go through to answer those questions. With a charter, the management structure questions should evolve.

D.Hardie commented that we are building trust in this process.

D. Moss stated, it is the people involved, that is important – collaboration. Not sure if we have fully heard from each of the partners about their vision.

D.Pearce we keep evolving the process and carry *Framing the Future* forward.

D. Witty noted the importance of ensuring the new City Council is aware and supportive of this work. It was suggested that he contact the Mayor as a reminder of the Committee's work.

D.Hardie wondered, with recent decisions regarding First Nations, if there was opportunity to focus on the waterfront area?

D.Kalsics recommended we could look to examples of this working in other communities.

4. *Presentation*

Marshall Foster, Director, Office of the Waterfront – Seattle WA, joined the meeting via video conference at 10:00 a.m., and provided the Committee with a presentation which focused on the Seattle Waterfront Committee and Charter.

PRESENTATION SUMMARY

Began in 2010 with interest in development of Seattle's waterfront. Initially lead by planning and then grew after the vision was prepared, bringing in other departments and created the Office of the Waterfront (report direct to Mayor) for the implementation of capital projects.

M. Foster provided an overview of City and partner capital projects. The goal was to pull the elements together to realize a comprehensive vision of the waterfront. Structure is a public / private partnership to implement a project. Leadership structure empowers the groups involved; offering 1) strong collaboration – consensus building, and 2) private sector funding necessary to achieve project goals.

The Waterfront Steering Committee (current) is composed of community partners and the City, with an organization for public consultation and fund raising – Friends of Waterfront Seattle.

History of Waterfront Committee:

2009 – 2010:

- Guiding Principles
- Team selection
- Early recommendations

2010 – 2012

- Broad public engagement
- Concept Design and Framework Plan for waterfront
- Created a Strategic Plan – implementation (this was key to success)

2013 – present

- Refining the design
- Partner agreements
- Updating the Funding Plan
- Beginning construction

M. Foster provided an overview of the Central Waterfront Project – Guiding Principles, Public Engagement Strategy, Long-term Vision – Framework Plan, and 2012 Strategic Plan.

Some lessons that could be applied to the South Downtown Waterfront:

- A broad base of community ownership – residents, business, philanthropy, government – all at one table is key
- Committees can provide continuity and consistent leadership through political administration
- Decision-making has to be shared, and disagreements worked out internally
- Be nimble and able to respond to unforeseen challenges
- Committee has decision-making authority (to see projects implemented)

Questions & Answers

1. *Are partners part of the committee?*

M. Foster: Yes; Seattle Aquarium and Pike Place Market

2. *What is the size of the committee?*

M. Foster: It started as 45 and now is in its third iteration with 15 members.

3. *Was the charter important for the work done by the committee?*

M. Foster: Yes, at the beginning. The committee, however, did not often refer to the Charter once work began. The new committee is now at the beginning of their charter process.

One of the main benefits of the Charter was that it established a regular monitoring and reporting process that was helpful to the City.

4. *Did all partners sign off on the charter?*

M. Foster: The Charter represented an agreement between all committee members that was a result of much negotiation. The committee members themselves did not sign the Charter. The actual signed document is in the City Ordinance.

5. *How is your Port Authority involved in the process?*

M. Foster: Port of Seattle does not own property in the area but is a close neighbour and stakeholder, particularly regarding road access and cruise ships.

Possible Functions of the Charter:

- Bridge previous and future work
- Establish a governing structure for longevity
- Enhance the visibility of the South Downtown Waterfront
- Demonstrate the value of collaboration
- Act as a platform for people to come together
- Guide future processes
- Act as a marketing mechanism
- Reveal goals of partners
- Identify common goals between partners
- Facilitate discussions between interested parties

5. *Next Meeting Schedule*

The next meeting is scheduled for 2015-FEB-06 at 7:30 a.m.

6. *Adjournment*

Meeting Adjourned – 12:05 p.m.