



**MINUTES OF THE MEETING
SOUTH DOWNTOWN WATERFRONT COMMITTEE
HELD FRIDAY OCTOBER 24th, 2014 AT 7:30 A.M. IN ROOM 105 OF THE CITY'S
SERVICE & RESOURCE CENTRE @ 411 DUNSMUIR STREET, NANAIMO, B.C.**

<u>PRESENT:</u>	David Witty, Chair Ann Kjerulf Darren Moss	Doug Kalscics Fred Pattje
<u>ABSENT:</u>	Chris Good Daniel Pearce Sasha Angus	Mike Davidson Douglas Hardie
<u>STAFF:</u>	Bruce Anderson, Manager - Planning & Design Section Laurie Boehm (Recording Secretary)	

1. Call to Order

Meeting was called to order at 7:35 a.m.

In Camera Discussion

It was moved and seconded that the meeting be closed to the public in order to deal with matters related to Committee membership pursuant to Section 90 (1) (b) of the Community Charter

Motion Carried

The regular meeting resumed.

2. Committee Mandate and Objectives

B.Anderson advised the Committee that Council approved the Mandate and Objectives at their 2014-OCT-20 Council meeting.

3. Develop Draft Timeline and Work Schedule

Chairperson, D.Witty suggested a timeline be drafted at a later date. Need to think about future activities with 2015-JUN-15 set as the deadline.

D.Kalsics asked if the Committee should conceptualize; while a structure and review is necessary, perhaps the initial work is needed around the Charter question.

The Committee had a discussion focused on the Objectives; on the approach to employ to explore a structure for ongoing planning and development management, and to develop a Charter for implementation.

Acknowledging the interests of the key stakeholders, the current initiatives being undertaken by each of the landowners, and the benefit of coordination, the Committee agreed to focus on:

- exploring the means to achieve an integrated approach to the planning and development, and implementation of the South Downtown Waterfront.

The Committee determined the initial action would be the preparation of a 'charter' document. This could serve as a means for the key stakeholders to discuss the concept of an integrated approach and to explore possible methods to achieve that.

Committee members would be invited to participate in a dialogue through the development of a 'charter'. The process could include the use of a speaker (video conferencing) with experience and expertise in waterfronts to stimulate discussion and exploration.

Research and review of options related to a structure for management can also be undertaken, and include examples of waterfronts and airports. D.Witty indicated the importance of looking at alternatives and practices in these settings, noting the concept of port (marine, air) side and land side activities. Options would result from a review of conditions, roles, functions, and key elements to address for a successful South Downtown Waterfront.

4. Website Discussion

- Communication tool to be used to provide information to the community.
- Video conferencing meeting possibility introduced.

5. Meeting Protocol

Would like to have meeting open to all (as previously done within the Initiative Committee meetings). Invite contributions which will be brought forward through the Chairperson.

6. Budget and Budget Process

Staff resources are available – there is a budget in place to support the Committee (meetings, website maintenance). Limited funds are available for consulting services – not enough to have a consultant perform project work, however enough to do some review work.

7. Next Meeting Schedule

Next meeting 2014-DEC-05

8. Adjournment

Meeting adjourned at 9:00 a.m.