

MINUTES

SOUTH DOWNTOWN WATERFRONT COMMITTEE
TUESDAY, 2013-JUL-30 AT 7:30 AM
BOARD ROOM, SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)

Members Present:	David Witty, VIU, Chair Douglas Hardie, SECA Ann Kjerulf, At-Large Fred Pattje, City of Nanaimo	Sasha Angus, NEDC Doug Kalcsics, At-Large Darren Moss, DNBI Daniel Pearce, RDN (on behalf of Dennis Trudeau)
Members Absent:	Chris Good, SFN	Bernie Dumas, NPA
Guests Present:	Miko Betanzo, CitySpaces Dean Strongitharm, CitySpaces	Shelley Gadsden Palmer, CitySpaces Members of the public (1)
Staff Present:	Andrew Tucker, Director of Planning Rebecca Tubbs, Recording Secretary Rob Lawrance, Environmental Planner	

1. Call to Order

The meeting was called to order at 7:30 am.

2. Approval of Agenda and Late Items

The agenda was approved as presented.

3. Adoption of Minutes

It was moved and seconded that the South Downtown Waterfront Committee Minutes from 2013-JUL-16 be adopted with the following amendments:

- Correction to list of "Members Present".
- Add "The Committee feels their participation is key to the process" to Item 7a.

The motion was carried.

4. Correspondence, Handouts & Notices

5. Ongoing Business

a) Chair's Report

D. Witty has made inquiries to SFN regarding their participation. He would like to meet with SFN Chief and Council in order to explain the process to-date, invite them to participate, discuss opportunities and implications, etc., and seek endorsement of the process, and hopefully attendance. The Committee agreed.

- b) Follow Up Action List
Deferred until the next meeting.

- c) Request for Proposals for a Consultant (Charrette) – Update
At the last meeting, a subcommittee was established in order to begin drafting a Request for Proposals for a consultant to run oversee the charrette process.

CitySpaces noted that they are working on a communications strategy that contains a general timeline of events, and that they would appreciate the opportunity to review the RFP before it is released to ensure that services are compatible.

D. Witty suggested that in mid August, the subcommittee will meet to discuss the RFP. In September they will present a draft to the rest of the Committee and CitySpaces to review and provide input.

- d) Tour of Study Area – to follow 2013-AUG-13 meeting
As discussed at previous meetings, a tour of the plan area will follow the next Committee meeting on 2013-AUG-13. City staff will provide members with all of the details via email prior to the meeting.

6. Consultant

- a) Consultant Draft Outline Presentation (M. Betanzo & D. Strongitharm)
M. Betanzo, began a PowerPoint presentation which discussed examples from other communities with similar waterfronts, a visioning framework, deliverables and expectations, long term visioning, a consultation and engagement strategy,

Committee Comments:

- The Committee noted the importance of the plan being flexible and phased in order to accommodate current site uses.
- The Committee would prefer to not be met with on an individual basis in order to remain open and transparent.
- The Committee would like CitySpaces to consult with key stakeholders to identify opportunities and constraints (City staff can provide this list).
- Public consultation should take place as soon as possible and should be broadly based (city wide, various formats in order to get high % of population).
- Create a strong branding and website presence (independent domain, strong from day one, avoid the “government look”, utilize social media, online surveys, etc.) once a set of guiding principles have been established.
- Emphasized the importance of establishing the guiding principles - must be carefully worded in order to stand the test of time but provide enough guidance to permit the evolution of a common vision.

CitySpaces will revise the communications strategy and present a revised draft at the next meeting.

7. New Business

a) Roundtable – Check In

The Committee suggested that staff send a status update report to Council at some point in September.

b) Next Steps

CitySpaces will provide an updated Communications Strategy and Work Schedule.

8. Next Committee Meeting

The next regularly scheduled meeting will be held on 2013-AUG-13 from 8:00 am to 9:30 am at the Nanaimo Port Authority Office (100 Port Drive). A tour of the study area will be held from 9:30 am to 11:30 am. Parking, location, etc., details will be provided to members via email prior to the meeting.

9. Adjournment

The meeting was adjourned at 9:12 am.

APPROVED:

Chair

Date