

MINUTES

**SOUTH DOWNTOWN WATERFRONT COMMITTEE
HELD ON TUESDAY, 2013-JUN-04 AT 7:30 AM
BOARD ROOM, SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)**

Members Present: Douglas Hardie, SECA
Dennis Trudeau, RDN
Mike Davidson, NPA
Chris Good, SFN
Sasha Angus, NEDC

Doug Kalcsics
Darren Moss, DNBI
David Witty, VIU
Ann Kjerulf

Members Absent: Fred Pattje, City of Nanaimo

Guests Present: Norman Abbey

Staff Present: Chris Jackson, Manager of Community Planning
Andrew Tucker, Director of Planning
Rebecca Tubbs, Recording Secretary
Rob Lawrance, Environmental Planner
Deborah Jensen, Community Development Planner
Chris Sholberg, Heritage / Community Planner

1. Call to Order

Interim Chair D. Witty called the meeting to order at 7:41 am, welcoming members to the meeting and introducing himself to the Committee.

2. Introductions & Roundtable

Members in attendance introduced themselves and the organizations and/or groups that they represent.

3. Project Overview

Staff provided an overview of the project and discussed the following items: context, purpose, concept plan terms of reference, committee mandates and objectives, project timeline, and available resources.

4. Role of Committee Members

Staff provided an overview of committee member roles, both as a larger group and as individuals representing specific organizations.

5. Communications Protocol

Staff provided a copy of the draft communications protocol to members for information. Members were asked to review the draft communications protocol in preparation for comment at the next meeting.

6. Retaining a Consultant

Staff explained the idea behind retaining two consultants to assist with the planning process – one local, to handle the day to day operations, etc. and another to focus on a “design charrette”. A draft consultant framework and list of potential consultants will be provided at the next meeting for discussion and comment.

7. Meeting Dates, Times and Locations

The next meeting will be held 2013-JUN-11 from 7:30 am to 9:00 am in the Board Room, Service & Resource Centre (411 Dunsmuir Street).

At that meeting, a regular meeting date and time will be established.

8. Wrap up Comments

Items for the next agenda will include:

- Review and comment on (1) terms of reference (2) mandate and objectives (3) draft communications protocol (distributed at 2013 JUN 04 meeting);
- Consider roles and duties of consultants and comment on potential consultants ;
- Bill Corsan, Manager of Real Estate, will provide a technical review of land owners and tenants in the Concept Plan Area;
- Election of Chair and Vice-chair;

9. Adjournment

The meeting was adjourned at 9:01 am.

APPROVED:

Chair

Date