

# MEETING MINUTES



MEETING      **Downtown Advisory Council Meeting**

DATE            February 19, 2015

LOCATION        Meeting Room B  
TIME            3:00 – 5:00pm

PRESENT        Henrietta Coole, Ken Hammill, Len Kahn, Tom Lammer, John Leacock, Will MacTaggart, Dawn Owen, Ian Panabaker, Courtney Miller, Doug Minett, Marty Williams, Emily Ferguson, Don O’Leary, Steve Kraft, Dan Atkins

REGRETS        Kristel Manes, Kithio Mwanzia,

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Items of Pecuniary Interest</b> No items of pecuniary interest
2	<b>Approval of Agenda</b> Moved by John Leacock Seconded by Will MacTaggart
3.1	<b>Introductions</b> Members who were absent from the first 2015 DAC meeting introduced themselves detailing their background/work experience and their interest in the DAC.
3.2	<b>Petrie Building</b> Ian provided an update on the sale of the Petrie Building to Trycathlen Partners. Spoke to the activation of the space and what that would mean to current main floor Tenants. Will and Marty volunteered to set up a time to meet with Trycathlen Partners to discuss how the DAC may be of assistance. It was also suggested that a downtown real estate tour be scheduled for early Spring as it would be educational for both the new members and existing members as many downtown properties have recently changed hands.
3.3	<b>Way Finding Signage &amp; Other Downtown Initiatives</b> Discussed tactical projects which could be accomplished this year by the DAC including wayfinding, public art and a viewing platform on Macdonell. Tom moved to form a subcommittee to deal specifically with these projects. Tom, Len, Dawn and Marty all volunteered to sit on the committee. Committee to report back at the next DAC meeting

	with their findings. Was also suggested that David deGroot come speak to the DAC in regards to other initiatives within the Downtown Streetscape Manuel
<b>3.4</b>	<p><b>Downtown Parking</b></p> <p>Ian and Doug provided an update on downtown parking to the Committee. The community engagement portion of the parking master plan still sits with Executive Team for review and as a result Ian is still waiting on a directive in regards to this plan. In the 2015 Budget being brought forward the planned parking structure has not been included in the base budget but as a secondary line item. Discussed the importance of this item and Councillors being properly educated on the subject. Spoke of the opportunity for representatives from the DAC to speak to Councillors about this issue prior to budget deliberations. Ian will circulate parking 2 pager created by Doug and Tom before next DAC meeting.</p>
<b>3.5</b>	<p><b>Work Plan</b></p> <p>Communications Committee comprised of Len &amp; Henri to schedule sit down with Downtown Renewal office to discuss DAC work plan and strategic priorities and how to properly represent that in a 1-2 page document which can be shared with councillors and the community.</p>
<b>5</b>	<b>Next meeting – Thursday, February 26, 2015 at 3:00pm</b>

## ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
<b>1</b>	Courtney Miller		Schedule Communications Meeting
<b>2</b>	Courtney Miller		Schedule Wayfinding Meeting
<b>3</b>	Courtney Miller		Invite David deGroot to next meeting
<b>4</b>	Courtney Miller		Share Parking 2 Pager with DAC
<b>4</b>	Marty Williams and Will MacTaggart		Schedule Petrie Meeting