

# MEETING MINUTES



MEETING      **Downtown Advisory Council Meeting**

DATE            May 21 , 2015

LOCATION       Meeting Room B

TIME            3:00 – 5:00pm

PRESENT        Henrietta Coole, Ken Hammill, Tom Lammer, John Leacock, Will MacTaggart, Ian Panabaker, Courtney Miller, Marty Williams, Dan Atkins, Kristel Manes, Emily Ferguson, Kithio Mwanzia,

REGRETS        Don O’Leary, Dawn Owen, Steve Kraft, Len Kahn, Doug Minett,

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><b>Items of Pecuniary Interest</b></p> <p>No items of pecuniary interest</p>
2	<p><b>Approval of Agenda &amp; Minutes</b></p> <p>Moved by John Leacock Seconded by Will MacTaggart</p>
3.1	<p><b>Downtown Parking – Cameron Walsh &amp; Rodrigo Goller</b></p> <p>Cameron and Rodrigo joined the DAC to provide an update on parking. Earlier in the week Cameron had met with Executive Team to talk them through the planned Council workshop which is scheduled for early July prior to Community Engagement. Wilson parking structure is proposed to be used as a pilot and the financials from this project will be used to firm up the financial model. While the community engagement process is taking place Cameron will be working on updating the costing for the Wilson parking structure. All feel it’s important that Wilson be branded a pilot to Council so it’s clear that there still needs to be a long-term plan for more parking structures. DAC reviewed the draft survey to be used during the Community Engagement process. Many suggestions were given which will be taken back by Rodrigo and worked into final survey. Suggested by Will that they consider taking the survey to local service groups to test a broader audience, Rodrigo agreed to take this into consideration. All felt the survey may have better results if it is brought to a group conversation vs. asking people to come to an event to fill out the survey.</p>
3.2	<p><b>Tactical/Wayfinding Update</b></p> <p>Presented to the DAC the proposed layout for wayfinding signage and directory signage. Proposed that we include the McCrae Statue location on the sign as well as include the</p>

	library more frequently on wayfinding signage. Courtney to amend signs per these suggestions. Informed the DAC that signs are to be completed on the 17 <sup>th</sup> of June and installed shortly after.
<b>3.3</b>	<p><b>Communications Update</b></p> <p>Committee have reached out to both the Mercury and the Tribune. Mercury would be willing to take a regular column from the DAC however the Tribune will not. Many suggestions were thrown around in regards to the DAC's online presence and what it should look like. The Communications Committee is going to take them all into consideration and discuss further at their next meeting. Ian and Courtney to set up meeting with Michelle (City Communications Officer) to discuss the possibility of a DAC presence on Downtown Renewal webpage.</p>
<b>4</b>	<b>Next meeting – Thursday, June 18, 2015 at 3:00pm</b>

**ACTION ITEMS**

<b>ITEM #</b>	<b>ASSIGNED TO</b>	<b>DUE DATE</b>	<b>DESCRIPTION</b>
<b>1</b>	Courtney		Schedule meeting with Michelle (Communication)

1