

**Minutes of the Downtown Waterfront
Advisory Committee Meeting Held
Friday, June 9, 2017**

Present:

Mayor McDonald, Chair
Councillor King, Committee Member
Councillor Maroosis, Committee Member
Gary Gardiner, Committee Member
Tracey Restoule, Committee Member
Jay Aspin, Committee Member
Keith Robicheau, Chief Administrative Officer
David Euler, Managing Director Engineering, Environmental and Works
Adam Lacombe, Senior Capital Project Engineer
John Severino, Managing Director Community Services
Beverley Hillier, Manager of Planning Services

Regrets:

Jamie Lowery, Committee Member

Special Advisory Committee Chair, Mayor McDonald, called the meeting to order at 7:30 a.m.

1. Introductory Remarks: None
2. Adoption of Minutes:
 - The Minutes of June 2, 2017 were approved by the Committee.
3. Adoption of the Agenda:
 - The Agenda was adopted by the Committee.
4. (a) Official Plan Review
 - Review of the Official Plan occurs every 5 years and various studies are completed to support the review.
 - This is review expected to last 2-3 years.
- (b) Parks Plan
 - The Downtown waterfront Master Plan recommended the updating of the Parks Plan in follow-up to the Downtown Waterfront Master Plan.
 - Who does the Parks Plan Update?
 - This will be completed internally by staff.
 - How long will it take to update the Parks Plan?
 - This process could take up to 3 years.
- (c) Site Plan Control
 - The Downtown waterfront Master Plan recommended the updating of the Site Plan Control By-Law in follow-up to the Downtown Waterfront Master Plan.

- Is there any consideration to reviewing the Site Plan Control process around Trout Lake?
 - No. There are already determined site plan control rules around Trout Lake. We are also looking at doing an official plan review of Trout Lake.
 - Is this where the Developer Liaison Advisory Committee (DLAC) comes in?
 - Yes. They would be included in a consultation process for any changes to the plan.
 - In the Site Plan Control we run into problems where there is empty space around buildings so a building may be constructed with a window. There typically is an agreement in the process regulated by buildings. If someone is building a commercial space in a building is this covered by site plan control?
 - No. This would be covered by zoning. We can review this however it was not something we anticipate as a review item. This was not something brought up previously. If someone wanted to make a change then an application would be required.
 - How do you look at environmentally sustainable communities in the site plan?
 - The urban design principles in the Downtown Waterfront Master Plan may come into play here. The commercial side is currently under review provincially.
 - Concerns seem to be increasing, not decreasing. Am I correct?
 - Yes.
- (d) Farmers' Market/Permanent Building Discussion
- There is potential for a mid-term cost effective solution for this group.
 - The Chamber of Commerce indicated interest in this project and perhaps the Downtown Improvement Area is interested as well.
 - The Farmer's Market location lease is up this year and we have both Stephanie and Mitch from the Farmer's Market here this morning.
 - It would be helpful to complete consultation sessions with vendors over the summer months and ask them what they would like to see at the Farmer's Market.
 - The Downtown Waterfront Advisory Committee cannot arbitrarily make a decision at this level regarding the Farmer's Market.
 - There are Farmer's Market models all over the world. What are the possible models? Are we looking at a private or public structure?
 - If we need money to put up a building, why not ask Invest North Bay? Is that a possibility?
 - Yes, we can ask them. We can ask the Chamber of Commerce, the Downtown Improvement Area, Vendors, Invest North Bay and the Province to name a few.

- We have a tremendous opportunity to grow the Farmer's Market. We need to research other models and determine what our model would look like.
 - Where is the lease at now? Is it short term?
 - The lease is with Heritage North Bay and we do not have the details of this contract.

The Committee took a brief recess from 8:20 a.m. to 8:25 a.m.

- (e) Downtown Development Handbook
- The Downtown Development Handbook was circulated to the committee last week. Are there any comments?
 - Comments may be provided by email and are requested within 1-2 weeks.
 - The Handbook will also be circulated internally through the various departments for feedback as well.
 - Is this information for potential Developers?
 - Yes. This information is specific to the downtown area and will be provided to Developers.

5. Status of Recommendations

- Beverly Hillier, John Severino, Keith Robicheau and Mayor McDonald met with the Downtown Improvement Area Executive and reviewed all 11 recommendations. Recommendations #11 and #12 have not yet been approved and will be taken to Council for approval.
 - What were the Rotary Club's parameters regarding the Splash Pad and its cost?
 - The Rotary Club has a number of dollars to commit to the project. Approximately \$500, 000.00 to \$600, 000.00. Their focus is on the splash pad and if it fits into the master plan, to also have an ice oval around. The Rotary Club wants to do a capital project for the City. They do not normally do operating costs. Their fundraising is for a splash park.
 - What is the difference between a splash park and a \$1,700,000.00 project and concept they are recommending?
 - The costs include the infrastructure to have year-round activities at the waterfront.
 - Can we have the Parking Strategy concurrent with the environmental assessment and traffic study?
 - There are short term items we can do now. The formal study will be initiated during the close of the traffic study.
 - There is a committee related to Recommendation #9?
 - We are trying to complete the addition of signage within existing budgets. Small enhancements are not ruled out. We are trying to identify what we can do now then look at short and medium goals.
 - Are we looking at adding the indigenous culture to the signage?

- The committee planned for wayfinding will include internal staff, the DIA, Tourism North Bay and we are planning to reach out to other groups like the North Bay Indian Friendship Centre, First Nations etc. for long term recommendations and changes to signage. These could be incorporated with the future. This is a part of the guiding principles.
- What better opportunity than updating the signage for the Chief Commanda with the Indigenous Culture.
- We also need to incorporate e-changes in the signage changes and include indigenous culture.
- Direct staff to incorporate the Parks Plan Update and the review of Site Plan Control policies and procedures in the Official Plan Review program and that they reflect the vision and guiding principles of the Downtown Waterfront Master Plan.

6. Reconvening of Committee

- That City Council agrees that the term of the Downtown Waterfront Advisory Committee (DWAC) be extended to November 28, 2017 to allow the review to be completed by the DWAC.

7. Next Meeting Date: At the Call of the Chair

Meeting adjourned at 9:10 a.m.

Mayor Al McDonald
Chair Special Advisory
Committee

Judy Bechard
Deputy City Clerk