

Minutes of the Waterfront Project Steering Committee Meeting held Friday, April 10, 2015, at 11:00 a.m. in the Council Chambers of the Municipal Office.

Present: Mayor G. McKay
Councillor G. Canning
Councillor G. MacDonald
B. Kernohan, Community Rep.
B. Penny, Community Rep.
Councillor J. Main
C. Tripp, Chief Administrative Officer
J. Galloway, Town Engineer
W. Crown, Director of Planning and Building Services
K. Desroches, Deputy Clerk

1. Open Meeting

Mayor McKay called the meeting to order at 11:00 a.m.

2. Declaration of Pecuniary Interest

There were none declared.

3. Review of Minutes

The Committee reviewed and received as information the Minutes from the March 27, 2015 meeting.

4. Consar Kick-off meeting and update

C. Tripp advised that staff will be meeting bi-weekly and on an as required basis with Consar regarding the development of the waterfront lands. Going forward, future meetings will include a staff update on the progress of the development to date.

To this end, the Committee reviewed a Record of Meeting handout provided by J. Galloway highlighting the topics of discussion at a meeting with Consar representatives held April 1, 2015. J. Galloway addressed each item independently and responded to questions raised by the Committee.

C. Tripp advised that three marketing events have been planned as a means to engage the public:

- Photo opportunity - Monday, April 13, 2015 at 4:30 pm representing the initial Letter of Credit submission.
- On site signage unveiling – date to be determined
- Iconic feature unveiling – date to be determined.

C. Tripp noted that a temporary sales office/trailer will be located on the site or possibly off-site until the required environmental work has been completed, at which time a permanent structure will be placed on the land.

The Committee reviewed a preliminary project schedule along with a Schedule for Review of the Midland Bay Landing Master Concept Plan. C. Tripp noted that the developer is currently in the process of developing a Master Plan Concept depicting the design and layout for the Midland Bay Landing site. The target completion date is July 2, 2015 followed by a formal approval process. CAO Tripp noted that the Committee will be provided with regular updates on the progress of the design concept.

J. Galloway provided an overview of the ongoing process with the ADM Milling Co. regarding the Noise Impact Study and next steps. W. Crown noted that Consar has been apprised of the current work status and is comfortable that this will not alter the overall work project.

C. Tripp suggested a development permit system may be beneficial to ensure site plans and building permits are processed under one application and in a timely manner so as to not delay any progress being made on the site. This may be considered in the future.

5. WPSC-2015-002 Green Municipal Funding – Risk Assessment Consulting

The Committee reviewed a report dated April 8, 2015, from the Town Engineer, recommending that the quotation from Pottinger Gaherty Limited (PGL) Environmental Consultants to conduct the Risk Assessment consulting work required at the Midland Bay Landing site in the amount of \$161,000, exclusive of all taxes, be accepted, and that the Mayor and Clerk be authorized to execute the Green Municipal Fund Agreement.

It was noted that the scope of the work to be undertaken is included in the Memorandum of Agreement with Mountain Ridge Estates. The agreement also contains a clause that stipulates action that could be undertaken by the Town should the Town obtain a funding source for an element of the project.

In recognition of the additional complexity the funding would add to the process, the Committee directed staff to not pursue the funding at this time and to advise the Federation of Canadian Municipalities of same.

6. Terms of Reference

The Committee engaged in discussion regarding the Terms of Reference for the Waterfront Project Steering Committee. It was agreed that the selection of a developer has resulted in a change of focus for the Committee.

The Committee recommended that the following three elements be considered as the Committee's new focus:

- Review of design element
- Communications
- Special projects, i.e. waterpark, iconic feature, etc.

The Committee further agreed that the Committee's composition may benefit from additional public input and recommended the structure be altered to include additional public representatives.

Based on the above recommendations, staff was directed to prepare a draft Terms of Reference for the Committee's consideration at the next meeting.

7. Adjournment and Next Meeting

- Next meeting: Friday, April 24, 2015 at 11:00 a.m.

As there was no further business, the meeting was adjourned at 12:31 p.m.

Karen Desroches

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Deputy Clerk