

**Minutes of the Waterfront Project Steering Committee Meeting held Friday, March 27, 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.  
W. Crown, Director of Planning and Building Services  
M. Villeneuve, Director of Finance/Treasurer  
C. LeMesurier, Executive Assistant to the Clerk, Mayor and CAO

**Regrets:** Councillor J. Main  
J. Galloway, Town Engineer

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**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 13, 2015 meeting. It was noted that a correction will be made to the wording used in the last statement to accurately reflect the direction that was given to staff; therefore, alternate wording will be used.

**4. Terms of Reference**

The Committee discussed the Terms of Reference for the Waterfront Project Steering Committee.

Mayor McKay began by asking; where do we add value to this Committee moving forward? How is this Committee going to work to the benefit of the development?

A discussion ensued regarding the roles and responsibilities of the Committee during the development of the Waterfront Project, as well the need for community involvement and participation, in order to have equal representation to ensure that the framework of the Master Plan represents what the community wants. It is important that the Committee acts as a “filter” for Council by discussing recommendations and ideas and assisting in the process of taking those ideas and recommendations to Council so they can make informed decisions.

CAO Tripp advised of a kick-off meeting with Consar on Wednesday, April 1<sup>st</sup>, and noted that until discussions take place with them, specific roles and responsibilities of the Committee cannot be determined at this time.

W. Crown agreed that we need to have conversations with the developer first in order to develop a process that will result in the highest level of conformity to the vision of the Master Plan. Until those discussions take place, we cannot map out the role of this Committee.

Following a discussion regarding how the Committee will add value in moving forward to work to the benefit of the development, Mayor McKay summarized that it is evident that the Committee wishes to continue to be a part of the development process. The Committee will continue to discuss its roles and responsibilities, as well as the need for community involvement, Committee oversight as an agent of Council, participation in two-way conversations, and ways on how to manage information.

In conclusion, Mayor McKay stated that once discussions take place with Consar and the roles and responsibilities of the Committee are established, an amended Terms of Reference will be brought forward to Council for approval.

**Staff were directed, following their meeting with Consar on April 1<sup>st</sup>, to provide an update at the next meeting.**

**5. Adjournment and Next Meeting**

- Next meeting: Friday, April 10, 2015 at 11:00 a.m.

As there was no further business, the meeting was adjourned at 12:05 p.m.

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Catherine LeMesurier  
Executive Assistant  
to the Clerk, Mayor and CAO