
A G E N D A

Waterfront Project Steering Committee Friday, February 27, 2015 Council Chambers 11:00 a.m.

1. Open Meeting
2. Declarations of Pecuniary Interest
3. Review of Minutes
 - January 16, 2015
 - January 23, 2015
 - January 30, 2015
 - February 13, 2015
4. Action Plan
5. Master Plan Implementation
6. Find the Developer
7. Find the User
8. Financial
9. Other
 - a) Midland Bay Landing – Public Communication Plan
10. Adjournment and Next Meeting

Next Meeting: March 13, 2015 – Council Chambers (at the call of the Chair)

Minutes of the Waterfront Project Steering Committee Meeting held Friday, January 16, 2015, at 11:00 a.m. in the Council Chambers of the Municipal Office.

Present: Mayor G. McKay
Councillor G. MacDonald
Councillor G. Canning
B. Penny, Community Rep. (Arrived at 11:05 a.m.)
B. Kernohan, Community Rep.
M. Villeneuve, Director of Finance/Treasurer
J. Galloway, Town Engineer
W. Crown, Director of Planning and Building Services

Regrets: Councillor J. Main
C. Tripp, Chief Administrative Officer
K. Desroches, Deputy Clerk/Senior Executive Assistant

1. Open Meeting

Mayor McKay opened the meeting 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 December 19, 2014 and January 9, 2015, meetings.

4. WPSC-2015-001 Midland Bay Landing - Quotations for Legal Survey Services

The Committee reviewed a report dated January 14, 2015, from the Town Engineer.

Following a review of the Report, on a Motion by Councillor Canning and Seconded by Member Kernohan the Committee recommends to Council as follows:

That the quotation from Dearden and Stanton Limited for the provision of legal land survey services of the Midland Bay Landing property, including the optional topographical survey works, in the amount of \$11,100.00, exclusive of all taxes, be accepted.

The recommendation will be brought forward at the January 26, 2015, Council meeting for Council's consideration.

CLOSED SESSION:

5. Declaration of Closed Meeting

Moved by G. MacDonald
Seconded by G. Canning

That the Waterfront Project Steering Committee adjourn to a closed session; and further that this portion of the meeting be closed to the public pursuant to section 239 of the Municipal Act, 2001,
Subsection 2 (c)

Proposed or pending acquisition or disposition of land

CARRIED.

6. Find the Developer – Discussion with potential developers

The Committee engaged in discussions with representatives from a development firm regarding their potential interest in developing the Midland Bay Landing site.

The Committee continued discussions following departure of the representatives.

OPEN SESSION:

7. Motion to Rise to Open Session

Moved by G. MacDonald
Seconded by G. Canning

That the Waterfront Project Steering Committee in closed session now rise and report to open session.

CARRIED.

a) Find the Developer – Discussion with potential developers

Moved by G. MacDonald
Seconded by G. Canning

That the Waterfront Project Steering Committee herein confirms its discussions with a potential developer regarding a proposed Memorandum of Understanding and confirms the direction provided to staff in the closed session meeting held on January 16, 2015.

CARRIED.

8. Adjournment and Next Meeting

- Next meeting: January 23, 2015 at 1:30 pm.

As there was no further business, the meeting was adjourned at 12:27 pm.

W. Crown

Wesley R. Crown
Director of Planning and Building Services/Acting Clerk

Minutes of the Waterfront Project Steering Committee Meeting held Friday, January 23, 2015, at 2:30 pm in the Council Chambers of the Municipal Office.

Present: Mayor G. McKay
Councillor G. MacDonald
Councillor G. Canning
B. Kernohan, Community Rep.
M. Villeneuve, Director of Finance/Treasurer
J. Galloway, Town Engineer
W. Crown, Director of Planning and Building Services*
C. Tripp, Chief Administrative Officer
K. Desroches, Deputy Clerk/Senior Executive Assistant

*Departed the meeting at 3:03 pm

Regrets: Councillor J. Main
B. Penny, Community Rep.

1. Open Meeting

Mayor McKay called the meeting to order and advised that the purpose of the meeting was to review a Memorandum of Understanding with a view to determining if it fulfills the vision set out in the Waterfront Master Plan.

2. Declaration of Pecuniary Interest

There were none declared.

CLOSED SESSION:

3. Declaration of Closed Meeting

Moved by G. MacDonald

Seconded by B. Kernohan

That the Waterfront Project Steering Committee adjourn to a closed session; and further that this portion of the meeting be closed to the public pursuant to section 239 of the Municipal Act, 2001,

Subsection 2 (c)

Proposed or pending acquisition or disposition of land

CARRIED.

4. Find the Developer – Memorandum of Understanding Discussion

The Committee reviewed and engaged in discussion regarding a Memorandum of Understanding respecting the Midland Bay Landing site.

OPEN SESSION:

5. Motion to Rise to Open Session

Moved by

Seconded by

That the Waterfront Project Steering Committee in closed session now rise and report to open session.

CARRIED.

a) Find the Developer – Memorandum of Understanding

Moved by G. MacDonald

Seconded by B. Kernohan

That the Waterfront Project Steering Committee herein confirms its discussions respecting a proposed Memorandum of Understanding and confirms the direction provided to staff in the closed session meeting held on January 23, 2015.

CARRIED.

6. Adjournment and Next Meeting

- Next meeting: January 30, 2015 at 11:00 am.

As there was no further business, the meeting was adjourned at 4:14 pm.

K. Desroches

Karen Desroches
Deputy Clerk/Senior Executive Assistant

Minutes of the Waterfront Project Steering Committee Meeting held Friday, January 30, 2015, at 11:00 a.m. in the Council Chambers of the Municipal Office.

Present: Mayor G. McKay
Councillor G. Canning
B. Kernohan, Community Rep.
B. Penny, Community Rep.
M. Villeneuve, Director of Finance/Treasurer
J. Galloway, Town Engineer
W. Crown, Director of Planning and Building Services
C. Tripp, Chief Administrative Officer
S. Edgar, Executive Assistant

Regrets: Councillor G. MacDonald
Councillor J. Main

1. **Open Meeting**
Mayor McKay called the meeting to order at 11:00 a.m.
2. **Declaration of Pecuniary Interest**
There were none declared.

CLOSED SESSION:

3. **Declaration of Closed Meeting**

Moved by G. Canning
Seconded by B. Penny

That the Waterfront Project Steering Committee adjourn to a closed session; and further that this portion of the meeting be closed to the public pursuant to section 239 of the *Municipal Act, 2001*,

Subsection 2 (c)

Proposed or pending acquisition or disposition of land

CARRIED.

4. **Find the Developer – Memorandum of Understanding Discussion**

The Committee engaged in discussions regarding the Memorandum of Understanding with respect to the Midland Bay Landing site.

OPEN SESSION:

5. Motion to Rise to Open Session

Moved by G. Canning

Seconded by B. Kernohan

That the Waterfront Project Steering Committee in closed session now rise and report to Open Session.

CARRIED.

a) Find the Developer – Memorandum of Understanding Discussion

Moved by G. Canning

Seconded by B. Kernohan

That the Waterfront Project Steering Committee herein confirms its discussions respecting a proposed Memorandum of Understanding and confirms the direction provided to staff in the closed session meeting held on January 30, 2015.

CARRIED.

6. Adjournment and Next Meeting

- Next meeting: February 13, 2015 at 11:00 a.m.

As there was no further business, the meeting was adjourned at 12:30 p.m.

Sherri Edgar
Executive Assistant – Planning and Building Services

Minutes of the Waterfront Project Steering Committee Meeting held Friday, February 13, 2015, at 11:00 a.m. in the Council Chambers of the Municipal Office.

Present: Mayor G. McKay
Councillor G. Canning
Councillor G. MacDonald
Councillor J. Main
B. Kernohan, Community Rep.
B. Penny, Community Rep.
M. Villeneuve, Director of Finance/Treasurer
J. Galloway, Town Engineer
W. Crown, Director of Planning and Building Services
C. Tripp, Chief Administrative Officer
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.

CLOSED SESSION:

3. Declaration of Closed Meeting

Moved by G. MacDonald

Seconded by J. Main

That the Waterfront Project Steering Committee adjourn to a closed session; and further that this portion of the meeting be closed to the public pursuant to section 239 of the *Municipal Act, 2001*,

Subsection 2 (c)

Proposed or pending acquisition or disposition of land

CARRIED.

4. Find the Developer – Memorandum of Understanding Discussion

The Committee received an update from the Chief Administrative Officer and Town Engineer on the progress of discussions respecting the Memorandum of Understanding for the Midland Bay Landing site.

A question and answer period followed.

5. **Motion to Rise to Open Session**

Moved by J. Main

Seconded by G. MacDonald

That the Waterfront Project Steering Committee in closed session now rise and report to Open Session.

CARRIED.

OPEN SESSION:

6. **Find the Developer – Memorandum of Understanding Discussion**

Moved by G. MacDonald

Seconded by G. Canning

That the Waterfront Project Steering Committee herein confirms its discussions respecting a proposed Memorandum of Understanding and confirms the direction provided to staff in the closed session meeting held on January 30, 2015.

CARRIED.

7. **Adjournment and Next Meeting**

- Next meeting: February 27, 2015 at 11:00 a.m.

As there was no further business, the meeting was adjourned at 12:23 p.m.

Karen Desroches

Karen Desroches
Deputy Clerk/Senior Executive Assistant

Midland Bay Landing - Public Communication Plan

Purpose:

To increase awareness and inform the citizens of Midland about development plans for the waterfront, specifically Midland Bay Landing, and to encourage citizen engagement in the planning and development process.

Objectives:

1. To outline in plain language the planning framework and key design principles of the Waterfront Master Plan.
2. To identify the assets that will be utilized and built upon in developing the Midland Bay Landing property.
3. To outline and illustrate the land use plan for Midland Bay Landing.
4. To describe and illustrate the design guidelines for public spaces and buildings.
5. To identify the people who are involved in the development process on behalf of the town and provide information on how citizens can contribute and be engaged in the process.

Outcomes:

1. Increased general awareness among the citizens of Midland about the Midland Bay Landing development.
2. Fewer misconceptions about what is in the development plan for the property.
3. More positive citizen involvement in the development process.

Communication Modes:

1. Town website
2. Downtown storefronts

3. Midland page in the *Mirror*
4. Direct mail to citizens (e.g. with tax notices)
5. Display at Town Hall
6. Public meetings

BP Dec 20/14

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