

Meeting Minutes May 6, 2010 7:00 pm in the Conference Room

PRESENT: Ian, Lynda, Cynthia, Bruce, Adam, Cathy, Sam, Ray, Penny, Dan, John

MINUTES:

Approval of previous notes from last session, with corrections to names and typos.

1.) Selection Committee

Ray is on the committee but will not be in town to be part of it. Cynthia will ask Management to join that team. It was suggested that guests be given fifteen minutes for public speakers and to move that to the end of the session. Adam was part of the design workshop and wants to be part of the board.

2.) Budget

The budget for the process is \$60,000 and we are submitting a request for more money. \$5,000 has been spent so far. The money must be considered when consultants submit their RFDs. \$8,200 will be spent for students and has already been spent. The money for schematics is not guaranteed but will hopefully be granted. The \$60,000 budget may not be enough, but should cover architectural and engineering drawings and studies, especially if the schematics money can be used as well. The money spent so far has been on student honorariums and \$2,400 for marketing; \$15,500 will be spent. The consultants will propose a budget and hopefully additional funding will come from the City to be used for various purposes for the process. The consultants will be busy with the proposal, so may not be available to create the schematic at this time. The schematic need not be ready until December 2010.

3.) Work Chart Update

a.) RFP Interests

We have received three interests from RFPs

b.) Working Timeline

The complete working timeline is done.

c.) Status Report

Robin and Sarah's report could be used for the status report and project intentions. Discussion on points about the report, should it be used for the status report or should it be just ONE of many, or should Cynthia and Penny write a two page status report outlining budget, consultants and work program.

4.) Vision

Robin has agreed to put the two visions together and thinks there can be one shorter snappy vision, and one more broad in-depth vision. A working group will be formed to come up with a vision statement, either a short, concise statement or a more detailed, nuanced piece.

Decision: Combine Ray and Bruce's two visions and create a one paragraph vision statement summary. Cynthia assigned Robin to synthesize the two statements and create a one paragraph summary while she is away. Other ideas should be included such as vision/view corridors, design, SCARP visions, housing, Info Centre etc.

5.) Community Consultation

Discussion on the one page flyer *Designing Our Future*. The committee will send their changes to Penny.

6.) Consultant Selection Criteria and Process

MINUTES – Planning & Development

There is only a short period of time, so we need to keep it open for negotiation with the consultants and we must be consistent with our answers to them. The consultants must provide two things:

- A Master Plan by the end of the year
- A vision for the 18 acres

Ray will work with the committee to produce a list of criteria for the Selection Committee (Sam, Robin, Penny, Bruce and Maged) by Monday, May 10th.

7.) Discussion Document

The Discussion Document is the starting point in getting our partners involved. The document should not be more than 20 pages. We are developing a long term, multi-phase program. Discussion areas need to be broad so that they don't make assumptions about our partners. Improving programming should be under Library item #3. There was a discussion on the purpose of the "Discussion Document" and whether it should have a "Cover Letter" specific for each partner. The "Cover Letter" is one of the most important parts of this engagement process, and should be written in order to meet the top people and to discuss with them their commitment and what they can offer. We will need a list of the partners and key people. The Cover Letter should possibly be created before the Discussion Document. The letter would start by reminding the VSB that there was a presentation previously and because of the progress that has been made we would like representation on the Board. We should ask who we should contact within their organization.

Summary: Penny will edit drafts and Cynthia needs people to send Penny their comments on the Discussion Paper. A letter needs to be drafted to VSB as the first partner to contact. Cynthia will send a list charting the people we need to contact.