



Committee of the Whole Agenda

The agenda for the **Committee of the Whole (Planning Committee – Downtown Planning / Parks Recreation and Culture Committee – Community Infrastructure Improvement Fund)** meeting to be held in the **Conference Room** of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia on Monday, July 23, 2012, commencing at 2:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. PLANNING

(a) Downtown Planning

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4. PARKS, RECREATION AND CULTURE

(a) Community Infrastructure Improvement Fund (to be circulated as a late item)

5. ADJOURNMENT



Planning Department Staff Report to Council

File Category: PRO.PLA.DOW
File Folder: Downtown Revitalization Plan 2012

DATE: July 23, 2012
TO: Mayor and Council
FROM: Senior Policy Planner
SUBJECT: **Downtown Planning – Council Workshop**

RECOMMENDATION(S):

This report is provided for information purposes only. No staff recommendation accompanies this report and Council action is not required.

PURPOSE:

The following provides Council with a brief description of the upcoming downtown planning workshop scheduled on July 23, 2012. The workshop will be facilitated by CitySpaces Consulting Ltd., a Vancouver based firm specializing in downtown planning.

The purpose of the workshop is to confirm the scope and objectives for Mission's downtown planning initiative. Specifically, the CitySpaces consultant team will:

- assist in identifying the uniqueness of Mission's Downtown i.e., what is important to individual members on Council;
- assist in identifying some of the issues facing Downtown i.e. why is downtown planning needed;
- educate on the Characteristics of a Successful Main Street and the components of a Downtown Plan;
- assist in identifying goals to flush out the scope; and
- assist in identifying outcomes for Downtown Planning to determine a final product.

BACKGROUND:

At the July 16, 2012, regular meeting, Council received an informational report on downtown planning prepared by the Senior Policy Planner. The July 16th report provided Council with an update on the downtown planning process and presented a preliminary Work Plan for the project. The upcoming workshop with Council is considered an important initial step in the downtown planning process as it will confirm Council's direction and objectives for the downtown planning process.

Council Workshop Format

The 2 - 2.5 hour workshop format would include:

- Interactive tasks; and
- A presentation by the consultant team

Consultant Team

Colette Parsons, of the CitySpaces' Vancouver office, will undertake the work in tandem with the appropriate CitySpaces staff, most likely Senior Community Planner, Brent Elliott.

Ms. Parsons' has twenty-five years of experience in revitalization strategies, downtown plans, urban design and public realm planning, facilitation for both public and private sector projects and the development of public consultation processes.

Mr. Elliott is a senior planner and sustainability specialist with over 12 years of experience with land use, transportation and sustainability planning, urban design, green buildings, as well as the design and facilitation of public and stakeholder engagement processes.

COUNCIL GOALS/OBJECTIVES:

The downtown provides a unique opportunity to meet many of Council objectives as they relate to the District's financial sustainability, economic development, and infrastructure development including its services and operation.

FINANCIAL IMPLICATIONS:

The consultants will work on an hourly basis and estimate the cost to undertake the work to be approximately \$2,500.00 plus HST and disbursements.

The planning department has an existing budget for this workshop.

COMMUNICATION:

As we proceed with the downtown planning process all stakeholders will be kept informed and will be consulted at various stages.



Dan Sommer
Senior Policy Planner



Reviewed by:
Sharon Fletcher
Director of Planning

Comment from Chief Administrative Officer
Reviewed.