

Agenda

New Minas Secondary Planning Strategy (SPS)
Market Demand Study Meeting
2020.10.27, 6:30pm to 8:00pm
Spencer Room, Louis Millett Community Complex

1. Opening

Chair Jim Winsor

- » Approval of Agenda
- » Approval of Meeting Notes
- » Declaration of Conflict
- » COVID-19 protocols
- » Check-in
- » Welcome and agenda details

2. Project Update

UPLAND

- » Brief update of other aspects of the SPS project

3. Engagement Update

UPLAND

- » Engagement Strategy
- » Project launch: November 4th
- » Engagement materials

4. Servicing Studies

Scott Quinn

- » Brief overview of servicing studies that were commissioned prior to official start of the project

5. Market Demand Study

FBM - Kieron Hunt & Brianna Maxwell
Turner Drake - Neil Lovitt & Alexandra
Baird Allen

- » Project Overview
- » Stakeholder Engagement Summary
- » Retail Analysis Summary
- » Office Analysis Summary
- » Accommodations Analysis Summary
- » Industrial Analysis Summary
- » Residential Analysis Summary
- » Conclusions & Recommendations
- » Questions & Discussion

6. Parking Lot

Chair Jim Winsor

- » Brief check-in: have any other topics or issues come to mind that should be added to the “parking lot” for the project?

7. Closing

Chair Jim Winsor

Municipality of King

COVID-19 Meeting Protocols

1. Meeting Guidelines

- a. All directives of the current or future Public Health Order(s) need to be followed.
- b. Stay 2 metres (6ft) away from other people.
- c. Wear non-medical masks when arriving or leaving any meeting. Masks may be removed once seated only if proper distancing can be maintained.
- d. Number of participants will not exceed 50% of room capacity to a maximum of 200 people, while maintaining social distancing.
- e. Wash your hands often, and sanitize hands when washing is not possible.
- f. Cover coughs and sneezes with a tissue. Throw the used tissue in the garbage and wash your hands or use an alcohol-based hand rub immediately. If you don't have a tissue, cough and sneeze into your elbow, not your hand.
- g. Ensure that any shared technology, tables, etc are sanitized prior to use by others.
- h. Ensure that facility has had proper cleaning/ disinfection of all high touch surfaces.

2. Registration or Confirmation of Attendance

- a. Prior to any meeting, attendance needs to be confirmed in order to properly prepare for distancing and room set up.
- b. For any public meeting, members of the public will need to register prior to attending. There may be limitations on the number of public that can attend do to room constraints.
- c. A sign in sheet, or record, of everyone in attendance needs to be kept for contact tracing. It needs to include name and contact information.

3. Meeting Reminder

- a. A meeting reminder should be sent prior to the meeting, when at all possible, to ensure that all participants or viewing public are aware of, and agree to follow, the protocols in place.
- b. Meeting reminder should also remind all attending that if they are not feeling well, or have had possible exposure to COVID-19 they should not attend the meeting.

Meeting Notes

New Minas Secondary Planning Strategy (SPS)
Engagement Strategy Workshop 2
2020.09.29

1. Opening

- » Agenda approved
- » Meeting notes from Workshop 1 approved
- » UPLAND will look into Dropbox issues

2. Project Update

- » Market Demand Study is well underway, with a plan to bring preliminary results to Working Group in late October
- » Urban Design + Active Transportation Study has begun, but needs Engagement Strategy before bulk of work can begin
- » UPLAND is finishing the first draft of the Traffic Study RFP, will have to staff soon
- » Servicing capacity study
 - Predates UPLAND's involvement in the SPS project
 - Can it be presented to Working Group? It is a very technical study so maybe best thing would be for Engineering Department to present a summary; staff will discuss with them

3. Project Overview

- » SPS project is currently in the “earning stage” focusing on technical studies and hearing from the public through engagement efforts
- » The “creation” stage where we start thinking about plans for New Minas will happen later, in 2021
- » Reviewed reasons to engage
- » Reviewed roles and responsibilities

4. Engagement Assets

- » Reviewed table created by Working Group
 - A very comprehensive list showing good local expertise
- » Priority now is to get the word out -> mail-out?

5. Engagement Methods

- » Reviewed a range of various engagement methods chosen to fall within the “consult” and “involve” categories on the spectrum of engagement
- » Photo Voice looks like it could be a good option
- » Could do pop-ups focused on specific subdivisions, like “street parties” almost
- » Engagement needs to capture both breadth and depth
 - Something like surveys can capture breadth, while focus groups can go in-depth
- » The interactive map being used for the Kings AT Plan project is great (you can view it here: <https://upland.mysocialpinpoint.ca/active-kings-county>); something similar for New Minas?

6. Engagement Roles

- » What is the Working Groups role?
 - Get the word out, be ambassadors, word-of-mouth
 - Listen in the community

7. Closing

- » Next meeting in late October to review preliminary results of Market Demand Study
 - Consider layout and other ways to improve sound/ability to hear discussion for various Working Group members