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**David Dunlap Observatory Park
Project Steering Committee
DDOP#01-18
Monday, April 30, 2018
4:00 p.m.**

Minutes

A meeting of the David Dunlap Observatory Park Project Steering Committee was held on Monday, April 30, 2018 at 4:00 p.m. in the Mayor and Council Boardroom with the following members of the Steering Committee in attendance:

Councillor Chan (Chair)
Councillor Cilevitz (Vice Chair)
Mayor Barrow
Marney Beck
Gloria Marsh

Also present:

Regional and Local Councillor Hogg

Staff:

I. Brutto, Commissioner Environment and Infrastructure Services
K. Kwan, Commissioner of Planning and Regulatory Services
P. Caron, Director, Asset Management
S. Fick, Director, Design and Construction Services
M. Gandhi, Director, Communication Services
D. Joslin, Director, Recreation and Culture
T. Ricketts, Director, Corporate Asset Management and Environment Services
A. Farrugia, Manager, Natural Environment
G. Collier, Deputy Town Clerk
L. Sampogna, Council/Committee Clerk

Adoption of Agenda

Moved by: Councillor Cilevitz

That the agenda be adopted as distributed by the Clerk.

Carried

Disclosures of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest by members of the Steering Committee under the *Municipal Conflict of Interest Act*.

Adoption of Previous Minutes:

1. Minutes – David Dunlap Observatory Park Project Steering Committee Meeting DDOP#01-17 of October 24, 2017

Moved by: Councillor Cilevitz

That the minutes of the David Dunlap Observatory Park Project Steering Committee meeting DDOP#01-17 of October 24, 2017 be adopted.

Carried

2. Extract – Council Meeting C#39-17 of November 13, 2017

Moved by: Councillor Cilevitz

That the extract from Council meeting C#39-17 of November 13, 2017 regarding staff report SREIS.17.021, the David Dunlap Observatory Building Conditional Assessment, be received for information purposes.

Carried

Scheduled Business:

3. Memorandum from P. Caron, Director, Facility Design, Construction and Maintenance, dated April 30, 2018, regarding amended Staff Report SREIS.17.021

Italo Brutto, Commissioner of Environment and Infrastructure Services, reviewed the memorandum regarding amendments to staff report SREIS.17.021. He advised that the original report prepared by staff had been amended to address corrections noted in correspondence received at the November 6, 2017 Committee of the Whole meeting from Mr. Toomas Karmo.

Members of Committee requested clarification regarding the occupancy levels for the Administration and Observatory buildings. Commissioner Brutto advised that significant improvements would need to be made before the facilities would be able to achieve the maximum occupancy load and comply with the Building Code. He explained staff's recommendation regarding the implementation of a Fire Safety Plan and a phased in approach towards full occupancy.

Moved by: G. Marsh

That the memorandum from P. Caron, Director, Facility Design, Construction and Maintenance, dated April 30, 2018, summarizing the revisions made to staff report SREIS.17.021, be received and staff report SREIS.17.021 be amended accordingly.

Carried Unanimously

4. Selection of the Symbol to represent the David Dunlap Observatory, Administration Building and Future Park – (Staff Report SRCS.18.10)

Meeta Gandhi, Director of Communication Services, provided an overview of staff report SRCS.18.10 regarding selection of the symbol to represent the David Dunlap Observatory, Administration Building and future park. She explained the value of developing a consistent brand so that the Observatory dome, Administration Building and park are recognized as a destination place and how the use of a symbol will help build public recognition and ensure a consistent look and feel for promotional material and signage.

Members of Committee discussed with staff the design elements for the two types of DDO design options presented and indicated the Committee's preference for Design 1 – Richmond Hill. In response to questions raised, staff advised of the approval process for the symbol as part of moving ahead with marketing of programming at the DDO, noting that the symbol was created in-house and will initially be placed on posters and letterhead.

Moved by: Councillor Cilevitz

Recommendation 1

Previously
approved at the
May 14, 2018
Council meeting

That the David Dunlap Observatory Park Project Steering Committee recommends to Council:

- a) **That staff report SRCS.18.10 regarding the selection of the official symbol to represent the David Dunlap Observatory, Administration Building and Future Park be received;**
- b) **That Design 1 – Richmond Hill as presented in Appendix 'A' to staff report SRCS.18.10 be approved as the official symbol of the David Dunlap Observatory, Administration Building and Park.**

Carried Unanimously

Date of Next Meeting

The next meeting of the David Dunlap Observatory Park Project Steering Committee will be held at the call of the Chair.

Adjournment

Moved by: M. Beck

That the meeting be adjourned.

Carried

The meeting was adjourned at 4:30 p.m.