

MINUTES

St. Lawrence Market Precinct Advisory Committee

Date: Wednesday, May 20, 2020

Time: 4:00pm-6:30pm

Location: Virtual Meeting via WebEx

Attendees: Daniel Picheca, Samantha Wiles, Daniel DiBiagio, Amanda Diep, George Milbrandt, Dan Eldridge, Simon Miles, Marlene Cook, Patrick Carnegie, Suzanne Kavanagh, Robert Biancolin, Lawrence Mosselson, Jeremy Roach, Liz Seibert, Sara Spector, Rose Becker, Emily McCullough, Alexandra Skoczylas, Edward LaRusic

Regrets & absences: Allison Bain, Marvin Creighton

Guests: N/A

ITEM	ITEM DESCRIPTION	ACTION ITEMS
Gather	Host (Daniel P.) started WebEx meeting	
1. Welcome	Dan E. chaired the meeting. <u>Approval of Agenda:</u> Approved	
2. COVID-19 Update	<p>Several measures and actions have been taken at the Market to deal with the COVID-19 situation such as:</p> <ul style="list-style-type: none"> • Reduced hours of operation • Conducting entrance screenings and managing capacity on Saturdays • Centralizing access points to manage customer traffic • Reserving 10-11am daily for seniors and other vulnerable community members • Allowing priority access for healthcare workers and first responders such as police officers, EMTs and firefighters • Increasing frequency of disinfecting and cleaning heavily touched surfaces • Providing sufficient hand sanitization and soap for customers <p>Vendors and customers are currently not required to wear masks inside the Market but SLM Management will continue to monitor the situation and consult with Toronto Public Health if necessary.</p> <ul style="list-style-type: none"> • Face shields may offer better protection for vendors if it is a requirement <p>The City is currently determining how to approach the rent situation. In the interim, it has been communicated with tenants that those are able to pay should pay and those who are unable to have the option to defer the rent. There are also special considerations that will be made on a case by case basis. The City tenants do not qualify for the municipal and federal relief programs. The City will continue to look into this and will provide updates as more information becomes available.</p>	
3. Work Plan – Planning	<p>a) New Governance Structure and Operator Model</p> <ul style="list-style-type: none"> • J.C. Williams will be coming onboard to assist with the planning and will help develop: <ul style="list-style-type: none"> ○ A report (which involves consultations and several meetings with stakeholders) that will include examples and comparable facilities, interested parties, areas of 	

	<p>interest or concerns, venue boundaries, governance framework, partnership guidelines, etc.</p> <ul style="list-style-type: none"> ○ Request for proposal ● J.C. Williams was selected based on their expertise and history of work with the City <p>b) Replacement of Cohort A SLMPAC Members</p> <ul style="list-style-type: none"> ● A subcommittee meeting date has been set to review Terms of Reference and approach to replacement of Cohort A members <p>c) Renewal of South Market Leases – 2020 – 2024</p> <ul style="list-style-type: none"> ● Lease offers were provided to tenants at the beginning of this year and there has been a delay in the process due to COVID-19 ● Continued discussions will commence shortly <p>d) Launch of Delivery/Pick up/Drop Off Program</p> <ul style="list-style-type: none"> ● Project has been delayed due to COVID-19 and legality concerns ● Discussions are ongoing with Legal Services and InaBuggy <ul style="list-style-type: none"> ○ Need to figure out how to obtain authority to enter into a legal agreement between the City and InaBuggy ○ Tenants will enter into individual agreements with InaBuggy <p>e) Launch of South Market Pilot Project Hours</p> <ul style="list-style-type: none"> ● Further discussions are required to discuss new launch and any changes to pilot <p>f) Explore new opportunities for the East Mezzanine South Market</p> <ul style="list-style-type: none"> ● Project has been delayed due to COVID-19 and will be deferred to possibly next year 	
<p>4. Work Plan – Marketing</p>	<p>a) Marketing Communications and Events Plan 2020 / 2021 and Hours</p> <ul style="list-style-type: none"> ● Currently being revised based on COVID-19 situation ● All advertising on hold City wide <p>b) Launch of New Busker Program</p> <ul style="list-style-type: none"> ● Project has been delayed due to COVID-19 <p>c) Expand community engagement</p> <ul style="list-style-type: none"> ● Delayed due to COVID-19 – discussing online engagement and other physically distanced options <p>d) New Website</p> <ul style="list-style-type: none"> ● Currently in initial stages of drafting RFP and will hold a subcommittee meeting to discuss in more detail 	
<p>5. Work Plan – Operational</p>	<p>a) Environmental and Waste Management Program</p> <ul style="list-style-type: none"> ● Revisions have been made to work plan based on COVID-19 ● Stakeholder engagement will continue <p>b) Hydro Meter Install</p> <ul style="list-style-type: none"> ● Audits are being completed and work is underway to finalize report and create tender ready documents to hire a contractor/service provider 	

	<p>c) Capital Projects - Lower Level Redesign, North Market Redevelopment and Market Lane Park</p> <ul style="list-style-type: none"> Projects have been delayed due to COVID-19 but updates will be provided <p>d) Introduction of Free Wi-Fi in South Market</p> <ul style="list-style-type: none"> Site analysis taking place with Bell next week and update will be provided at a future date 	
6. Round Table Discussion	<p>Work Plan – Planning</p> <ul style="list-style-type: none"> New Governance Structure and Operator Model <ul style="list-style-type: none"> There should be the possibility of more than one partner Concerns were raised regarding the transparency of selection and parameters of contract with J.C. Williams Other Comments <ul style="list-style-type: none"> Strategic Plan should be revised post COVID COVID-19 situation has demonstrated possible opportunities that can translate to improvements for the Market Consider sending out another survey to the tenants for trending purposes <p>Work Plan – Marketing</p> <ul style="list-style-type: none"> Marketing, Communications and Events Plan <ul style="list-style-type: none"> Concerns were raised about how the public is aware that the Market is open if we are not permitted to advertise Suggestions were made to review the marketing budget and how to reallocate funds for future initiatives <p>Work Plan – Operational</p> <ul style="list-style-type: none"> Capital Projects <ul style="list-style-type: none"> Consider starting a work plan for Market Lane Park project People counting systems have been installed in the Market and will be sharing data from the dashboards more regularly 	
7. Stakeholder Updates	Deferred to next meeting.	
8. Updates on Council items that affect the Market	N/A	
9. Adjournment 6:30 p.m.	Next Meeting: Wednesday, June 17, 2020 Virtual Meeting	