

**TOWN OF STRATHMORE  
DOWNTOWN DESIGN REVIEW COMMITTEE MEETING  
FEBRUARY 21, 2017 COMMENCING AT 5:00 P.M.**

**AGENDA**

**1. CALL TO ORDER**

**2. Adopt January 24, 2017 Minutes**

- **AMENDMENTS**

**3. Adopt the February 21, 2017 Agenda**

- **AMENDMENTS**

**4. APPLICATIONS AND REPORTS: Development Officer**

N/A

**5. OLD BUSINESS:**

Committee Membership Welcome: Kevin & Michelle (Committee – 5 Minutes)

Downtown Forum for Strathmore Terms of Reference Review (Roundtable – 5 Minutes)

Street Poems Draft Advertisement Review (Chuck – 5 Minutes)

Downtown Project Update (Roundtable / Committee)

**6. NEW BUSINESS:**

Downtown Weeds (Committee – 5 Minutes)

Portable Patios 2017 (Committee – 5 Minutes)

**7. MEETING ADJOURNED**

**DOWNTOWN DESIGN REVIEW COMMITTEE – DOWNTOWN FORUM FOR  
STRATHMORE SUB-COMMITTEE**

**TERMS OF REFERENCE**

**MANDATE**

- ✚ To organize and coordinate a Downtown Forum for Strathmore business owners.

**TERMS OF REFERENCE**

- ✚ Provide recommendations to the Downtown Design Review Committee regarding an informational forum event for business owners.
- ✚ Provide recommendations to the Downtown Design Review Committee on potential guest speakers for the event.

**FREQUENCY OF MEETINGS**

- ✚ The Committee shall meet as needed but must hold at least one (1) scheduled meeting each year.

**MEMBERSHIP**

- ✚ The Sub-Committee shall comprise the following:

Two (2) members of the Downtown Design Review Committee

Two (2) Town of Strathmore Staff will provide support to the Sub-Committee.

The Downtown Design Review Committee (DDRC) is calling for small poem submissions for installation in Downtown Strathmore. The DDRC intends for these poems to showcase community spirit and be positive and uplifting.

Poems should be comprised of appropriate and original work. Poem submissions are open to all ages and can include illustrations. Submissions are preferred to be in .PDF format and no larger than "Letter" size 8.5" by 11". Please email submissions to Charles Procter [cprocter@strathmore.ca](mailto:cprocter@strathmore.ca). Winners will be chosen by the DDRC and the winning poems will be installed on street signs Downtown. Thank you!

An example of what the DDRC is looking for can be seen below (I Paid the Light Bill Just to See your Face by Stephen Powers).

