

Meeting Notes Tuesday, August 18, 2015 7:00 pm in the Conference Room

Present: Penny Street, Ken Paquette, David Parent, Barbara Cameron, Lawrence, Chris, Justin, Cynthia Low, Jay Aikenhead, Susanne Dahlin

Business Arising: Minor changes to minutes from previous meeting noted.

Website Update: The sub-committee has met twice; an RFP has been developed and sent out to 3 groups for expressions of interest. The objective is to have interested parties interviewed by the end of September.

The sub-committee is proposing that the Renewal website be a simple, stand-alone site with a link on the Britannia main page. The objective is to inform and educate the community on the progress of the project, with staff members being able to update the information as needed. Cynthia will give direction on the protocols to be followed. The site will include historical documents, updates on meetings, site visit information and photographs, and include the ability to receive feedback.

Interviews of applicants will take place on Sept. 23, with funding for the project to come from the internal communications budget to a maximum of \$5,000 to cover development costs, training costs, and the purchase of 3 domain names. Lawrence offered to act as contact person until Susanne returns.

Programming Principles: Jenny Jung is continuing the work on programming principles used for Recreation Programming. Additional input is required from programmers, after which Cynthia will facilitate a final version ensuring that a "Britannia lens" is applied before the finalized principles are presented to the Board.

Cynthia presented a Draft Proposal for a Participatory Needs Assessment. The COV will be approached to fund the process (\$50,000) with work slated to be completed by September 2016. Committee members were concerned about the length of the process indicating that the information garnered will play an important role in the renewal process. Cynthia to follow up.

Reconciliation in Action Event: To be held at Britannia CC on Tuesday, Sept. 29th from 1:00pm – 7:00 pm. Many of the site partners are involved. The event will include lunch, story-telling, a market in the greenway, an event in the carving pavilion among other events. It was proposed and agreed that the Planning & Development committee take this opportunity to connect with the community by having an information table at the event. Details to be finalized at the next meeting.

Site Visits: Upcoming site visits are Thursday, Sept. 03rd West Vancouver Recreation Centre and on Wednesday, Sept. 9th Poirier Recreation Centre in Coquitlam.

Next Meeting: Tuesday September 15, 2015 at 7:00pm-9:00pm, Britannia Conference Room