

Planning and Development Committee
Tuesday, March 15, 2016
7:00 pm in the Conference Room

Present: Barbara Cameron, Christopher Dalton, Susanne Dahlin, Pati Gamboa, Levi Higgs, Jim LeMaistre, Ian Marcuse, Paul Mittendorff, Elizabeth Murphy, Kathleen Piovesan, Ken Paquette, David Parent, Jane Sheil, Penny Street

Staff: Giles Grierson (minutes), Cynthia Low

1. Introductions

2. Minutes from previous meeting: approved

3. Business Arising:

- a. **Photo Project** – candidate was selected by Arts & Culture Committee and process is underway
- b. **2011 Summation** – (discussed during website review) We would like to re-write it even shorter, with bullet-point summaries, like a non-technical executive summary, in the most accessible language possible. Levi is willing to do this, if given some guidelines.
- c. **Meeting with Britannia Secondary Principle** – Andrew Scofield did attend a meeting with us, discussed his plans for revitalizing the school with a robotics program (already started), and expanded arts programming, and a focus on Britannia as a site of Reconciliation
- d. **Meeting with Ray Cam** – we had a visit with representatives discussing their (early) plans for renewal; similar to us their site is co-managed by multiple parties. A non—market housing component is a possible part of this development.

4. Website:

- a. **Wire Frame** – A PDF draft of the web site was reviewed
- b. **Content** – There was some general discussion of the content. Some questions/concerns/comments:
 - **FAQ** – we should be careful about answering questions we can't; ie: will the site be fully operational during redevelopment?
 - **Landing page** – should indicate why the visitor is on the site; what is the purpose, what are they to get out of it.
 - **Buttons?** – Possible to have a button for “next meeting” and “contact us”?
 - **Our Stories** – should offer a big or several small prizes to folks who submit

Discussion indicated our vision for the website is to connect people to events going on, exp. With the “news & Events” section, rather than a highly-interactive site on it's own, and also as a portal for info & data about process & background. In terms of changes, we are somewhat constrained by the already-constructed wireframe.

Volunteers solicited to help sort through photos from the photo project after March 31 to select images to be used on the web site: David, Penny, Levi, Ye Heidi volunteer.

- 5. Status of RFP / Update on process with City:** After receiving our draft RFP and being informed of our timeline, the City asked us to hold off until a meeting with them and other partners. Having previously discussed a large working group of partners & stakeholders, they have now initiated a smaller decision-making group with senior representatives from Britannia (Cynthia & Susanne), VPL, VSB, VPB, and City (both facilities & social planning). Various issue-specific subcommittees will involve other members of all partners, including this committee. They are working on a revised draft of the RFP will be received April 7th.

NOTES – Planning & Development

- **Changes** – In terms of process, where we had 3 stages, they have broken it down to 4 Phases, our A & B translating to their 1-3. They see Britannia as the lead on these phases, with a consensus model at the Senior Partner's committee level.
 - **Advantages** - This is the first time that the City has invited a community organization to the table as an equal partner. IT also brings all partners to the table, which has been a struggle for us. So while the timeline has been slowed, arguably the process has been expedited. Working closely with city staff will keep them & us more aligned, reducing opportunity for conflict in later stages.
6. **Communications Plan - key messages draft document:** A copy of notes from a brainstorming meeting on communications strategy, as well as a working "Key Messages" document will be attached to these minutes. Please review and be prepared to discuss at next meeting, or send your feedback to be included in discussion as we try to refine our messaging.