

# Minutes



## Planning and Development Committee Meeting

Wednesday, November 21, 2001 @ 6:30 p.m.

Information Conference Room

### AGENDA

1. Agenda
2. Minutes Approval
3. Business Arising from Minutes
  - A) East Side Family Place/Britannia Building Update
  - B) City Capital Project
  - C) Inventory Project Progress
  - D) Vision for Britannia
  - E) Master Planning Process - tabled from last minutes

**PRESENT:** Mark Mehrer (Chair), Ye Chu, Donna Money, Stephanie Douglas, Shaun Ruthven

**STAFF:** Annette Garm, Richard Gauntlett

1. **MOTION: Agenda Approved.**

S. Douglas/Ye Chu

2. **MOTION: Approval of Minutes from previous meeting.**

Ye Chu/S. Douglas

3. **BUSINESS ARISING FROM MINUTES**

- A) ESFP - Richard Gauntlett updated re: building status. Some delay may happen as a result of report to City Council. Waiting to go to tender - hopefully next week. Then to Council for December but may be moved to January depending on funding from province. May be in jeopardy because of delay. It's of value to look at specification package from practical construction perspective. How costs will be allocated to each partner discussed. Richard reviewed "change order" process as is being established as well as other sharing agreements.

History of project reviewed. Shaun Ruthven, Project Manager for Kindred Construction willing to review drawings before tender if possible. Richard to keep Donna, Shaun and Ye Chu informed on status of project and receive their feedback. Connection to Adhoc Committee to be made.

- B) City Capital Project Information - COV is beginning to plan for their 3 year capital plan 2003 - 2005. Looking for submissions to be made by end of January 2002. We are looking to dovetail into City's planning process. Time is of essence. Is there a way this committee can accelerate the issue of Britannia's capital upgrading needs? Next step - to have Committee to authorize Britannia staff to contact Clyde Hosseen at City to establish a Britannia consideration list of needs for the COV's Capital Plan. What are Britannia's priorities for the Capital Plan? Facilities assessment would be beneficial for long-term plan. Richard to provide Committee list of priority needs on site.
  - C) Inventory Project - Information on inventory of space and utilization to be provided.
  - D) Vision for Britannia - Discussion ensued on how to proceed and the value of one.
  - E) Master Planning Process - tabled
4. NEW BUSINESS  
None
5. MEETING CONCLUDED AT 7:35 P.M.

h/areas/director/Plan&Dev/minutes(cb)