

**Meeting Notes
March 17th, 2011
7:00 pm in the Conference Room**

PRESENT: Penny Street (Chair), Dan Fass, Sarah Cullingham, Dan Freeman, Bette Murphy (late)
REGRETS: Bev Seed, Sam Mohamad-Khany, Cathy Wang, Ray Spaxman, Gretchen Brown, Lynda Hurst, Bruce Macdonald, John Flipse, Tammy Schulz
STAFF: Cynthia Low, Hai Truong (Note Taker)
GUESTS: Helen Spaxman, Mike Lemon

1) Introduction

2) Review Agenda

MOTION: TO APPROVE THE AGENDA FOR THE MEETING OF MARCH 17th, 2011.
Addition: Item 6.5 Public Consultant.

Dan Fass/Dan Freeman

CARRIED

3) Review notes from previous meeting

MOTION: TO APPROVE THE NOTES OF FEBUARY 3rd, 2011.

Dan Fass/Dan Freeman

CARRIED

4) Report back on City Capital Program – Dan Fass

Michel Desrochers was present at the Board Meeting on March 9th. He explained about the criteria for the 10 year capital plan. The discussion is recorded in the Board Meeting Minutes if anyone wishes to see it.

5) Discuss revised Consultants Work Plan

Task 1, 2 and 3 are completed, working on Task 4, 5, and 6.

6) Review and revise work chart – include Committee Work

6.5) Public Consultation

MOTION: THE COMMUNICATION WORKING WILL GATHER POTENTIAL ANSWERS TO THE FOLLOWING QUESTIONS: WHAT DO WE ASK? WHO DO WE ASK? HOW DO WE ASK? AND HOW DO WE REPORT THE PUBLIC CONSULTATION? DAN FREEMAN WILL SEND A REMINDER TO THE COMMITTEE AND PENNY WILL COMPILE THE RESPONSES FROM COMMITTEE MEMBERS.

Dan Freeman/Sarah Cullingham

CARRIED

NOTES – Planning & Development

7) Discuss Budget

MOTION: FOR CYNTHIA TO EXPLORE THE POSSIBILITY OF HIRING A PROJECT MANAGER TO COORDINATE THE WORK OF THE P&D COMMITTEE. THE FUNDING SHOULD COME FROM THE \$120,000 ALLOCATED BY THE CITY FOR FURTHER DEVELOPMENT OF THE BRITANNIA MASTER PLAN. THE COST SHOULD NOT EXCEED \$50,000.

Dan Freeman/Sarah Cullingham

CARRIED

8) Other Business

MOTION: WE RECOMMEND THAT THE BOARD APPROVE MIKE LEMON AND HELEN SPAXMAN TO BE MEMBERS OF THE PLANNING AND DEVELOPMENT COMMITTEE.

Dan Fass/Dan Freeman

CARRIED

NOTE: The Britannia Board of Management and Cynthia Low would like to invite the committee on a field trip to visit West Vancouver Community Centre and Harry Jerome Centre on Sunday April 17th, 2011. Hai will send out the invitation with further information.

9) Adjourn 8:50pm