

**Meeting Notes  
Thursday, November 22, 2012  
7:00 pm in the Conference Room**

**Present:** Dan Fass (Chair), Sarah Cullingham, Penny Street, Helen Spaxman, Meseret Taye

**Staff:** Hai Truong (Note Taker), Cynthia Low

**1) Approval of Agenda**

**MOTION:** TO APPROVE THE AGENDA FOR THE PLANNING AND DEVELOPMENT MEETING OF NOVEMBER 22, 2012.

Penny Street/Helen Spaxman

CARRIED

**2) Approval of Notes**

**MOTION:** TO APPROVE THE PLANNING AND DEVELOPMENT MEETING NOTES OF OCTOBER 11, 2012 WITH CHANGES.

Penny Street/Meseret

CARRIED

CHANGE: REMOVE “PENNY WILL CALL MAYBE 20 OF THEM” FROM ITEM #8

**3) Update of Britannia Action Planning (BAP) Group – including Potato Farm, Astrorino’s and Court Retrofit**

Ian Marcus has submitted the matching grant for the Potato Farm. As for the Court Retrofit grant, we do not know when we will get a reply from them as whether or not we got the grant.

The basement is currently being used to host a community bicycle repair shop and after-school bike programs under a temporary use permit (expires February 28, 2013). Since October the main floor has been used for three special events: a Halloween event hosted by In The House Festival, a folk music performance/lecture hosted by the Turkish Canadian Society, and youth health event hosted by Britannia. Special event licenses are required for these events. To date Britannia has invested approximately \$7,178.73 in the project, with \$5,350 recovered through rental payments, leaving a total operating loss of \$1,828.73. Since July, the space has been used to offer over 200 hours of programs, and host 6 nights of events. To date 50 of use days are applicable under class 8 tax assessment. No rentals have been scheduled for the main floor through December 2012.

The site is zoned C-2C1, and is permitted for use as a Dance Hall, which limits use of the space for ongoing programs or rehearsals. BCSCS has been advised that a change of use application is required to permit the property to be used as a Community centre. Through both uses are part of the same major occupancy classification (A2 Assembly) the Community Centre designation would allow for wider range of activities than is permitted within a Dance Hall (e.g.

## NOTES – Planning & Development

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rehearsals, workshops, and ongoing programs). Development Services is generally in support of a community centre at this location. However, building code upgrades will be required to ensure minimum life-safety and accessibility standards are met. Britannia has enlisted the help of an architect and building code consultant to determine the upgrading required for the change of use application. Based on a building code walk-through conducted on November 8<sup>th</sup> 2012, it is anticipated that the following work will be required to secure a change of use: upgrading exit signs, installing a rated door at the entrance the basement stairs, removing door hardware, securing ceiling tiles and AV equipment, creating a ramp at the main entrance, and repairing toilets and sinks. The cost of the change of use application is estimated to be in the order of \$16,000 including approximately \$11,000 for renovations to be completed by Boffo. To date BCSCS has invested approximately \$1,400 to scope the work required for the change of use application. Occupancy following the change of use application is anticipated for end of February 2013. Use of the basement as a bicycle repair workshop may continue through the application process under the existing temporary use permit, subject to approval by the property owner.

Proposed next steps is for Cynthia to ask Boffo to let BCSCS use the space at no charge.

### 4) Brainstorm about enlivening Planning & Development Committee

The committee discussed Gretchen's email and strategy to increase attendance on future meeting. There seems to be a disconnection between P&D and the Board. Perhaps we could combine the strategic master plan and the integrated model together as part of the Board as a going discussion. Other way to get people motivated to attend meeting is to create fun and engaging project. Suggestion is to get somebody from Trout Lake and Hillcrest Community Centre to talk about their process of renewing their site. Another suggestion is to engage the VSB with the planning process.

### 5) Adjourn

**MOTION:** TO ADJOURN.

Penny Street/Sarah Cullingham

CARRIED

**Next P&D Committee Meeting: 7:00PM Thursday December 13<sup>th</sup>, 2012.**