

**Planning and Development Committee  
Tuesday October 18<sup>th</sup>, 2018  
7:00 pm in the Conference Room**

**Present:** Carol Buchanan, Alissa Reed, David Dove, Brenda Lohrenz, Alysia Herr, Andrew Phillips, Christopher Dalton, Jane Sheil, Naina Varshney, Elizabeth Murphy

**Britannia Staff:** Lindsay Grant (recorder), Cynthia Low

## 1 Introductions

## 2 Adoption of Minutes

- Motion to adopt as presented: carried

## 3 Britannia Renewal Update

- The City of Vancouver partners are in the process of drafting a Request for Proposals (RFP) for an architect to complete the rezoning process. The partner's table (City of Vancouver, Vancouver Parks Board, Vancouver School Board, Vancouver Public Library, and Britannia Community Services Society) has not met since the release of the Master Plan.
- The Britannia Community Services Society released a Master Plan response that outlined some outstanding issues and concerns, including the need for further consultation on housing, further exploration of alternate phasing to expedite social development spaces, and exploration into the possibility of including dedicated spaces for Kickstand, Gymnastics, and other priorities identified by the community, in addition to general concern over building height and massing, site layout, and the preservation of greenspace and view corridors. ([full response available online](#)). These issues and concerns will continue to be discussed with partners and the community through the rezoning phase.
- The rezoning phase will involve the development of a more specific site plan for review and approval by City Council at a Public Hearing.
- *Comment: Desire for increased involvement of the Planning and Development Committee in the rezoning process. As compared to previous Master Planning processes, the Committee has been left out of major decisions in the Britannia Renewal.*
- *Planning and Development Committee requests opportunity to review the draft RFP. Potentially request long table meetings with committee and partner's table prior to public release of major Britannia Renewal plans.*
- Elizabeth Murphy volunteers to craft follow up questions on the RFP in development and join the partner's table for RFP discussion on behalf of the committee.
- *Comment: need to secure greenspace on School Board land through the rezoning process- potentially by writing in requirement to maintain greenspace.*

## **NOTES – Planning & Development**

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10.16.2018/ draft for adoption 11/20/2018

### **4 Planning and Development Committee Work Plan**

- Draft workplan to guide committee work (see attached)
- Need for the committee to determine major asks, determine which will be easy wins, and which will require more lobbying, and rank by priority
- Plan to host additional community consultation events around major issues like housing, greenspace, and the non-profit hub
- Potential to develop alternate site plan proposals as a society in consultation with community on major areas of concern like greenspace, housing, site layout

### **5 Britannia Board Planning Day**

- The Britannia Board of Management will be having its annual board planning day on Sunday, November 25<sup>th</sup> to deliberate on the Society's Priorities for 2019
- 2019 Board Priorities will be circulated to all committees for feedback

### **6 Close**

# PDC Britannia Renewal Workplan 10.16.2018 immediate/mid-term goals by priority

## Priority 1:

Continued leadership of the Britannia Society moving forward

### Goals:

- Increased involvement of the Planning and Development Committee in the development of site plans
- Organized process for receiving feedback from Britannia Committees and partners
- Organized process for reporting out information to Britannia Committees
- Organized process for compiling committee and community feedback and reporting to Britannia Board of Management
- Development of a Society position, priorities, and goals for moving forward with the Britannia Renewal process building on the Master Plan Response, Land Use Principles, and Housing Guidelines
- Continuing independent community consultation with community members and partners

ACTIONS	ASSIGNED/ ANTICIPATED COMPLETION	GOALS
Develop a new feedback form and circulate to all committees: <ol style="list-style-type: none"> <li>1. Key priorities</li> <li>2. Priorities for consulting architects</li> <li>3. Areas for further information/ consultation</li> <li>4. Opportunities for consultation with stakeholders</li> </ol>	<b>Assigned:</b> <b>Review (email):</b> ASAP/ 11.01.18 2018 <b>Circulate:</b> 11.01.2018	<ul style="list-style-type: none"> <li>- Collect and review feedback for all areas</li> <li>- Compile priorities from all committees and submit to Board (Dec-Jan 2019)</li> <li>- Create simple RFP selection criteria/ rubric incorporating committee feedback (and circulate for review if possible)</li> <li>- Identify areas for further consultation</li> <li>- Identify areas needing resources for further research or outreach</li> </ul>
Review City of Vancouver Consulting Architect RFP Submissions	<b>Assigned:</b> Committee <b>Review:</b> Nov-Dec 2018	<ul style="list-style-type: none"> <li>- Review RFP submissions using PDC RFP rubric</li> <li>- Work with partners to select a consulting architect for the Rezoning Process (December 2018)</li> </ul>

<p>Host 5-10 Pop-up consultation/information sessions at opportunities identified by Britannia Committees</p>	<p><b>Assigned:</b> <b>Deliver:</b> Dec-Feb 2018</p>	<ul style="list-style-type: none"> <li>- Collect and compile community feedback</li> <li>- Drive participation in rezoning consultation events</li> <li>- Drive participation in meetings on Housing, Phasing, Greenspace, etc.</li> <li>- Reach underrepresented stakeholders and collect feedback</li> </ul>
<p>Create a society Britannia Renewal position report building on the Master Plan Response, Land Use Principles and Housing Guidelines</p>	<p><b>Assigned:</b> <b>Report for Review:</b> Jan 2018</p>	<ul style="list-style-type: none"> <li>- Consolidate society goals and principles into a brief, shareable report for community, potential funders, consultants, and partners</li> </ul>
<p>Request increased co-development with the architects and partners table of site plans to be released</p>	<p><b>Assigned:</b> Cynthia, Susanne, Jim (Society Reps) <b>Report on feedback:</b> December/ January 2018</p>	<ul style="list-style-type: none"> <li>- Coordinate long table meetings, or independent meetings with architects and project leads well in advance of public release of any site plans</li> </ul>
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**Priority 2:**

Working to streamline project phasing and speed the delivery of social development phases

**Goals:**

- Approach the incoming VSB about the timeline for their planned Britannia infrastructure renewal and seismic upgrading
- Approach the incoming VPB about the timeline for the Britannia Renewal and specific facilities goals
- Approach the incoming Vancouver City Council about the timeline and budget for the Britannia Renewal
- Seek opportunities for additional funding sources (provincial, federal, non-profit partnerships) and prepare a project proposal for approval by the Britannia Board
- Work with the incoming architect to explore alternate arrangements of facilities and phases

ACTIONS	ASSIGNED/ ANTICIPATED COMPLETION	GOALS
Prepare a package of information (including Master Plan Response, Land Use Principles, Housing Guidelines) and circulate to all incoming Councillors, Commissioners, and Trustees	<b>Assigned:</b> Lindsay <b>Circulate:</b> Dec 2018/ Jan 2019	<ul style="list-style-type: none"> <li>- Inform incoming representatives about the project, and the Society's goals and priorities moving forward</li> <li>- Lobby for the Society's goals and priorities</li> <li>- Arrange meetings with key representatives to discuss Society goals</li> </ul>
Explore funding opportunities at the provincial and federal level	<b>Assigned:</b> <b>Report for Review:</b> Jan-Feb 2019	<ul style="list-style-type: none"> <li>- Create a database of applicable federal and provincial granting opportunities</li> <li>- Arrange meetings with MLA and MP offices in the Britannia catchment to discuss funding opportunities</li> <li>- Prepare a society-specific Britannia Renewal project proposal/ presentation</li> </ul>
Explore funding opportunities through non-profit partnerships	<b>Assigned:</b> <b>Report for Review:</b>	<ul style="list-style-type: none"> <li>- Create a database of applicable granting opportunities</li> <li>- Circulate Britannia materials to potential partners</li> <li>- Invite potential partners to participate in project planning at the PDC</li> </ul>
Explore alternate phasing with incoming architect	<b>Assigned:</b> <b>Report for Review:</b>	<ul style="list-style-type: none"> <li>- Work with community and incoming architect to explore alternate phasing and prepare an alternate phasing proposal if necessary</li> <li>- Incorporate alternate phasing possibilities into updated Britannia Society Renewal position document</li> </ul>

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<p><b>Priority 3:</b> Continuing community consultation on key priorities: housing, greenspace, view corridors, site layout, social non-profit hub</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>- Facilitate continuing community feedback in the Britannia Renewal process</li> <li>- Prioritizing outreach and inclusion of underrepresented community members</li> </ul>		
ACTIONS	ASSIGNED/ ANTICIPATED COMPLETION	GOALS
Work with partners to define a clear proposal for potential housing on the site for community review	<b>Assigned: Report for Review:</b> Jan 2018	<ul style="list-style-type: none"> <li>- Clarity on the number, size, footprint, and height of proposed units for community feedback</li> <li>- Clear expectations for potential housing based on Society Housing Guidelines</li> <li>- Process for community consultation to determine whether there is support for housing and what (if any) housing model is supported</li> </ul>
Host 4-5 community consultation event (to include at least one Housing event and one Indigenous engagement event)	<b>Assigned: Delivery:</b> December-February 2019	<ul style="list-style-type: none"> <li>- Reach and consult a more diverse stakeholder group (renters, individuals and families eligible for social housing, Indigenous residents, students, youth, etc.)</li> <li>- Compile and report on feedback</li> <li>- Update the Britannia Society position to incorporate community priorities</li> </ul>
Maintain Britannia Renewal information circulation to the community	<b>Assigned: ONGOING</b>	<ul style="list-style-type: none"> <li>- Maintain regular email updates to subscriber database (300+)</li> <li>- Circulate promotional materials (posters, flyers, information newsletters) within the community</li> <li>- Host pop-up consultation/information booths at community events (5-10)</li> <li>- Compile community feedback to share with committees, board, partners, and consultants</li> </ul>

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