

Meeting Notes Thursday, August 14, 2014 6:00 pm in the Conference Room

Present: Susanne Dahlin (Chair), Meseret Taye, Morna McLeod, Jane Sheil, Ken Eliud, Helen Spaxman, Haruko Okano, Penny Street, Cynthia Low, David Parent, Rebecca Bisek, Jean

1) Review Notes from Last Meeting

The minutes from July 29 Planning and Development (P&D) meeting were approved.

2) Reviewing Collaterals: Britannia Renewal Summary

- Morna presented the work of the kit development working group that's led by Penny, Morna, and Jim
- One of the documents that the group developed is the Britannia Renewal August 2014 Draft summary document
- After reviewing the various P&D documents, the group members decided to use more plain language and simplified terms to describe the planning principles and objectives
- A PowerPoint presentation was also created to go along with the summary document and the poster boards used for the various plans over the years as community engagement tools will be scanned and included as visuals to the presentation
- The design principles and objectives from 1-10 on the summary document are general statements that have been reviewed and approved by the P&D committee
- Objectives 11 and 12 about partnering with REACH and housing on the site need further articulation and discussion
- REACH is interested to partner with Britannia but because of the dilapidated situation of their space, they needed to take urgent action and are planning to move out sooner
- The REACH partnership was included as part of the survey in 2011 because of the interest of the provincial government to decentralize health services and Britannia wanted to seize this opportunity to collaborate with REACH to provide health services for its members
- As a community centre that serves a large number of aging groups, health services are recognized as a priority and the partnership with REACH should be further explored

3) Reviewing Collaterals: Survey Questions

- The next step is to strike a working group that will develop the survey along with some background information
- Penny, Jen, David, Susan and (Jim nominated by Susan) will lead the survey working group

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- The survey will be used to solicit feedback and also as a way to educate the public by providing additional information on some of the design principles and objectives
- As part of the public education component, the survey will show that the model of community centres are changing and that new programming and services are needed as part of the renovation
- The working group will look at the old survey from 2011 and will make modifications so they can be used again
- The survey will be aligned with the current planning principles and objectives and will also have questions on specific topics such as the Energy Centre, Micro theatre, Art centre etc.
- The survey will be separate from the summary document that will invite the community to get involved.
- The working group members will report back about the survey in two weeks on the August 28 P&D Committee meeting

4) Reviewing Collaterals: PowerPoint Presentation Review

- The PPT presentation was presented and reviewed by the committee with changes suggested
- A speaking notes for presenters will be developed soon
- This presentation will be used for discussions with community groups such as REACH board, Britannia board, Parents on the Drive, GWAC, the various PACs, Garden and Heritage Clubs
- A slightly modified PPT will be developed to encourage citizens to vote

5) Additional Documents:

- Two additional documents that include a briefing on arts and culture and an initial needs assessment for 2015 from the recreation programmers including youth, the teen centre, pool, rink, food, arts, volunteers, children, adults and seniors were included to the evening's agenda that got tabled to the next meeting

6) Community Engagement:

- Various means will be used to engage the community and disseminate the summary document and survey.
- Artful Sundays can be used as a place for engaging the community
- Britannia's P&D page needs to be updated because of the information is outdated
- Britannia has a new Facebook page and the address will be included onto the summary document for people to join
- The Facebook page will be used for announcements and information purposes without allowing public comments and this will be revisited in the future. Rebecca will provide regular updates about inquiries that come from the Facebook page
- A general e-mail address will be created and included onto the summary document and the e-mail will be checked by a committee member and inquiries that come by e-mail will be communicated to the P&D committee for follow up

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7) Action Items:

1. Make the changes to the summary document and PowerPoint presentation
2. Poster boards that were used in the past will be presented at the next meeting
3. Create an e-mail address for public inquiries and Jean will check it regularly
4. Cynthia and Rebecca will update the website and will send the Facebook link to the committee
5. P &D committee members will review the arts and culture and recreation programmers documents and send any questions and comments to Cynthia for discussion at the next meeting
6. Survey questions will be presented at the next meeting for discussion
7. A three minute video could be developed as part of the community engagement and there are enough footages that can put together for this purpose, Cynthia and Rebecca to explore possibilities for in kind contributions
8. Explore the possibility of using visuals and videos to describe the 10 design principles
9. Endorsement from all partners (VPL and VSB) and introducing some of the new additions to the 2011 strategic master plan
10. Opportunities to bring guests to learn more and explore concepts such as Energy Centres
11. Communication with School Board trustees and library board members
12. Presentation at the Citizen's assembly