

MINUTES

DEVELOPING A STRATEGIC VISION PROJECT STEERING COMMITTEE 08 JANUARY 2008

Date: January 8, 2008

Time: 9:35 am

Place: Boardroom at the SEAPARC Leisure Center

Present: Wayne Fritz (Chair), John Charles, Rosemary Jorna, Heather Philips, Arnie Campbell.

Absent: Alanda Carver, Cleo Gardiner

Regrets: Rosemary Metz provided notice that due to other commitments she is no longer able to continue as a member of the Steering Committee.

1.0 Approval of the Agenda

Moved by W. Fritz and seconded by A. Campbell that the agenda be approved. Carried.

2.0 Approval of the November 6, 2007 and Dec. 4, 2007 Minutes

Moved by H. Phillips and seconded by J. Charles that the minutes of December 4, 2007 be approved subject to correction of spelling errors. Carried.

Note: Comment was made that because the minutes are posted on the Vision Project web site that enough detail needs to be given to allow the reader to understand the progress of the committee's business; however certain comments such as names of possible guest speakers should not become part of the minutes until their participation is confirmed.

3.0 Appointment of a Recording Secretary

A. Campbell was appointed recorder in the absence of A. Carver.

4.0 Planning for the Next Public Information Forum

4.1 Title –Confirmed as “Governance Options for Otter Point & Shirley”

4.2 Date – Confirmed as Tuesday, February 19th

4.3 Time – Confirmed as 7:00 p.m. – 9:30 p.m.

4.4 Place – Confirmed as the Otter Point Fire Hall

4.5 Participation by the Shirley Governance Study Committee – No response had been received from the Shirley Governance Committee (SGSC) by the date of this meeting. It was decided to proceed with plans for the February forum and to

continue to seek participation from the SGSC during the public comment and report writing stages.

4.6 Questions – Re Community Services: clarification needed; intent was to ask about different ways (sources) that community services receive their funding. Re Planning: This was deleted from question #1 in the final draft. What was this referring to? Question was picked-up under question #3 where it asks what planning for services is necessary under each governance option.

4.7 Speakers – A speaker for topic #3 is confirmed. Suggested speakers are being pursued for topics #1 by Wayne and #2 by Arnie.

4.8 Next Forum Planning Steps:

4.8.1 – Advertising to be submitted to the Sooke Mirror by February 8th (Wayne).

4.8.2 – Flyer to be prepared for printing by February 11th (Wayne front, Arnie back). Should ask the SGSC through Cleo Anderson if we can use the material they collected on different governance options.

4.8.3 – Speakers' material (bio's and summary of their presentations) will be required for circulation to the speakers' and for reproduction for advertising by February 4th.

4.8.4 – Publicity:

Community Notice Boards – Heather by February 13th;

Roadside notice boards – Heather, Sandy, Cleo by February 13th;

E-mail to those receiving project Information Bulletin – Arnie by February 15th;

notice in OPSRRA newsletter – Arnie by February 1st;

Article for Editorial page of Sooke News and T.C. – Arnie to pursue;

Usual requests for free notices in T.C., C-FAX, CBC, etc. – Arnie to pursue;

Suggestion by John to do a phone around.

5.0 Next Steps

5.1 Draft strategic plan - Discussion Points:

- Do we include community values in the strategic vision document?
- Can you end-up including too many values in the document?
- How do you tap the right ones and stay with them through the report writing process?
- The Green Bylaw Tool Kit refers to the need for values as the basis for zoning interpretations by the courts.

5.2 1st Community Workshops - Discussion Points:

- Where should the commercial sites be in the community?
- What services does a rural community need and what process do you use to decide where to locate them?
- What mix of representation do you want at this type of workshop?
- Do we post what comes-out of each stage as we go?
- We need to locate a facilitator for the 3 workshops – names suggested. Heather and Wayne will pursue.

- We need a writer, beginning with the first workshop, to ensure that the content is written-up and circulated quickly between the workshops. Name suggested. Arnie to pursue.
- Need to think about workshops participants and decide by February meeting who to invite.
- How do we get the drafts out to the community? Can the drafts be posted on websites? Could use the Vision and OPSRRA web sites for passive (look at it and comment to us if you want) comment. Could circulate the final drafts to stakeholders and ask them to circulate to members and provide active comment by a deadline date.
- Suggestion to add a final step (#8) that would be OPSRRA keeping an Open File to monitor progress re implementation of the project recommendations, after the end of the project.

6.0 Meeting with the Advisory Committee

It was agreed to invite the Advisory Committee to meet on Tuesday, February 5th from 2:00 – 4:00 p.m. at the Otter Point Fire Hall. A letter of invitation and list of activities undertaken to date is already prepared and will be mailed by January 18th (Arnie to coordinate).

7. Reports of Committees

7.1 Gathering Information:

- Need to get the Background Information bibliography onto the web site (Heather).
- Need to do a search of relevant reference material such as OCPs to support the final report.
- New materials acquired this month include maps from the Community Health Initiative (CHI) project; the final report of CHI; the CRD Parks Committee's recommendations for park acquisition west of Sooke and the Green Bylaw Tool Kit.

7.2 Funding

- Recommendation to re-apply for Community Health Initiative funding.
- Suggest mentioning to the Advisory Committee that if they are aware of additional sources of funding to let us know.

7.3 Publicity

- The web site needs some up dating and revising of information already on the site (Alanda, Wayne and Arnie).
- The "Discussion" feature on the web site has been removed because of spammers getting access and posting material that was offensive and unrelated to the project. It has been suggested that we look at the Discussion feature being used by Metchosin. Arnie to pursue with Alanda.
- Another Information Bulletin will be sent within the next week (Arnie). A summary of last forum is to forwarded for inclusion by Rosemary Jorna.

7.4 Event Documentation

The summary notes on the 2nd Forum have been reviewed by two of the three speakers. It is hoped that the process will be completed in the next week and the summary notes can then be posted on the project website.

The draft summary notes on the 3rd Forum are almost completed and should be available to review by the presenters next week.

8.0 Next Meeting

It was agreed to schedule the next meeting of the Steering Committee for Tuesday February 12, 2008 at 9:30 am at SEAPARC.

9.0 Adjournment

Motion to adjourn by R. Jorna.