

MINUTES

FEBRUARY 12, 2008 STEERING COMMITTEE MEETING

Date: Feb. 12, 2008

Time: 9:30 – noon

Place: SEAPARC Boardroom

Present: Heather Phillips, Rosemary Jorna, Arnie Campbell, Wayne Fritz, Cleo Gardener, Veronica Diment, John Charles

Andrew Moore joined the meeting for the discussion on “next steps”.

Regrets: Alanda Carver

Introductory Comments

Wayne Fritz introduced Veronica Diment and welcomed her as a member of the steering committee.

1. Approval of Agenda

The agenda was approved. Moved by A. Campbell, Seconded by J. Charles

2. Appointment of Recording Secretary

J. Charles was appointed by rotation as the meeting recording secretary.

(Heather Phillips by rotation for the next meeting)

3. Approval of November 6, 2007 and January 8, 2008 Minutes

The November 6, 2007 minutes were approved subject to some minor changes (spelling corrections for Gardener and Wannemacher, Bylaw “2040” not 2020, delete “makes reference to page 3 of 3?” Any other minor changes are to be referred to W. Fritz for correction before the minutes are forwarded for posting on the website. Moved by A. Campbell, Seconded by W. Fritz

The January 8, 2008 minutes were approved. Moved by A. Campbell, Seconded by W. Fritz

4. Planning for the “Governance Options” Forum

4.1 Location, Time, Speakers – W. Fritz, A. Campbell

The date for the “Governance Options for Otter Point and Shirley” Forum was confirmed as Feb. 19/08 at the Otter Point Fire Hall beginning at 7:00 pm.

Three speakers were also confirmed: Linda Allen, Allison Habkirk and Joe Martignago. The title of Linda Allen’s presentation has not been confirmed yet.

4.2 Advertising – A. Campbell

An advertisement for the Forum has been placed in the Sooke News Mirror. A draft single sheet Post Office bulk mail-out to the Otter Point and Shirley

areas was circulated. The front page describing the Forum and the back page outlining key governance developments in Otter Point and Shirley were reviewed and approved subject to minor changes. They will be distributed the Friday before Feb. 19/08. Efforts are also being made to obtain free announcements of the Forum by a number of media outlets (CFAX, CBC Radio, Monday Magazine and the Times Colonist. Roadside and community notice board advertising will be coordinated by Heather Phillips.

4.3 Forum Management – W. Fritz

A. Campbell will be the moderator at the Forum. W. Fritz will prepare and/or have sufficient copies made of: the agenda for the Forum, background information on the speakers, and extra copies of “key governance developments in Otter Point and Shirley” for distribution at the forum. Clipboards will be circulated at the meeting to obtain feedback about: key theme areas, persons who wish to receive the project communication bulletin, and persons who wish to participate in future community workshops. Emma Taylor has volunteered to bring the equipment to needed to allow the speakers to make a Power Point presentation.

5. Discussion of Meeting with the Advisory Committee – W. Fritz

Observations about the meeting included:

- The advisory committee gave good advice about how to use the final strategic vision document.
- It was good to see developers at the meeting so they can better understand the visioning process.
- A list of those attending the meeting was collected and can be used for future communication activities.
- Not all segments of the community have been participating at the Forums or at the AC meeting. We need to find a way to reach out more.
- The community needs to understand that a strategic vision is not the same as an Official Community Plan.
- The ideas suggested about how to facilitate discussion at community workshops were very useful.
- A critical issue in any strategic vision will be to identify how to pay for any new proposals.
- The advisory committee was helpful in suggesting how to use a strategic vision. Developing the strategic vision is the next challenge;
- Agree with one of the advisory committee members who emphasized that the people at the community workshops should be representative of the community’s population.
- People may not show up to participate but need to be invited anyway.
- CRD elections often have about a 33% turnout so we would need to get about 600 people involved in some way with the strategic vision project to achieve the same level of community involvement.

6. General Discussion of Next Steps – W. Fritz

W. Fritz introduced Andrew Moore who is prepared to be a facilitator for both the steering committee and the community workshops in the development of a strategic vision. Mr. Moore provided a general overview of his approach to the development of a strategic vision. There was general discussion with him about starting with the identification of values and broad principles which could in turn assist in the identification of more specific activities to be undertaken.

Mr. Moore proposed that the following sequence of activities be used when the steering committee meets to do the "first cut" at a strategic vision. He cautioned that the early activities focusing on values and principles were essential and took time but once completed would assist greatly in the subsequent identification of goals and activities to achieve them.

- Vision Discussion (quality of life)
- Values and Principles Discussion
- SWOT Analysis of Community (strengths, weaknesses, opportunities threats)
- Vision Statement
- Setting Priorities

- Identifying Themes Common Ground)
- Prioritizing Broad Goals
- Identifying Strategies/Activities

After general discussion, there was general agreement by the steering committee to proceed in this manner with Andrew Moore as the facilitator. It was agreed to meet on March 4, 2008 at Malahat Farm (on Anderson Road) from 9:30 am – 2:00 pm to start the process. It was also agreed that a second steering committee meeting in March would be scheduled if more time was needed by the steering committee to work through the full process.

It was also agreed to schedule community workshops for April 5 and April 19. W. Fritz is to book the space. Follow-up planning is required both to recruit people to attend the sequential community workshops and to organize the workshops. There was discussion about having steering committee members act as facilitators at the community workshops.

7. Reports of Sub-Committees

7.1 Gathering Information – H. Phillips

Heather Phillips noted that she had been waiting to hear from other Steering Committee members as to whether they have any more documents to add to the bibliography or any more summary reports. She noted a further problem in that the formatted summary sheets that she had prepared to go onto the jdffuture website were lost when the Phillip's main computer failed. A. Campbell has supplied a copy of the bibliography and will be able to provide copies of the summary sheets. R. Jorna noted that she has the Green Bylaws

Handbook and will prepare a summary sheet for it. V. Diment accepted the Green Bylaws Handbook to review. A. Campbell noted that he also has some new documents.

7.2 Funding – W. Fritz, R. Jorna

There is approximately \$5,800 available to support the project activities. This should be sufficient to cover the costs of the remaining Forum, the steering committee and community workshops, and leave a little left for the production and distribution of the final strategic vision document. It was agreed that another grant application for approximately \$2,500 should be developed and submitted to assist in dealing with the production and distribution of the final report. W. Fritz will follow-up on this.

7.3 Publicity/Communication – A. Campbell

See item 4.2. regarding publicity for the forthcoming Forum. The discussion component of the project website has been discontinued as “spammers” are misusing the response/question feature. Some of the website material requires updating. The CRD, EPCOR, Sooke and others are sponsoring a workshop on “Sustainable Communities” in Sooke on March 6/08. Further information can be obtained at www.civicinfo.bc.

7.4 Event Documentation – W. Fritz

The summary notes from the Water-Environment-Change Forum have been completed by the sub-committee members and forwarded for review by the speakers.

Heather, Rosemary and Wayne will draft summary notes on the speakers’ presentations and the question and answer session at the Feb. 19/08 Forum.

8. Next Meeting

March 4, 2008

9. Adjournment

Adjourned at 11:45 am on a motion by J. Charles.