

DEVELOPING A STRATEGIC VISION STEERING COMMITTEE MINUTES

Date: Tuesday April 1, 2008

Time: 9:30 – noon

Place: SEAPARC board room, 2168 Phillips Road, Sooke, BC V9Z 0Y3

Attending: W. Fritz, chair, H. Phillips, recording, V. Diment, R. Jorna, A. Campbell, J. Charles, C. Gardener, and Andrew Moore, guest

Introduction. W. Fritz explained J. Charles would be late. A. Moore attended to take part in organizing for the workshops 5 and 19 April.

1. Approval of Agenda. W. Fritz pointed out some typos. Approved as corrected, A. Campbell and V. Diment.
2. Appointment of Recording Secretary – Heather Phillips by rotation (Cleo Gardener for the next meeting)
3. Approval of February 12, 2008 Minutes Approved as circulated, V. Diment, R. Jorna.
4. Planning for the April 5, 2008 Community Workshop

People Registered to Date – W. Fritz reported 28 are confirmed for 5 April. After discussion, the consensus is to allow some residents to register for only one of the workshops. Jane Hutchins, from the East Sooke/ Metchosin Amalgamation Committee asked if she could attend as an observer. Her interest is to decide how our process might be adapted by the committee she represents. Tracy Corbett, Senior Manager—Regional Planning, has also asked to attend as an observer. A. Campbell noted that T. Corbett is the CRD liaison for the project. After discussing the observers' role—that they could comment on but not engage in discussion—it was decided that the process would benefit from the witness of such observers. W. Fritz will ask observers if they will assist A. Moore with tasks such as recording.

Finalizing Workshop Arrangements and Responsibilities—A. Campbell will ensure that the hall is open at nine a.m. A. Moore, W. Fritz and A. Campbell will introduce the project, purpose and process of the workshop.

A. Moore described the process for April 5 and received feedback on the booklet which will be used during the workshop to stimulate discussion and collect comments. R. Jorna suggested putting the questions on the web site so that people can go into more detail in their answers if they feel the time at the workshop is too short. Consensus is that the front cover should include a written statement for people to sign allowing use of material in their booklet to be quoted. There will also be a place for people to indicate their age or decade. A. Moore led discussion on how to make all participants feel their ideas have been included:

The facilitators are now involved in the process and the job is to make the process easy for participants. The facilitator's job is to get people to talk about their ideas. This involves keeping good records of what is said, keeping track of time and making sure everyone has the opportunity to speak. The facilitator makes sure the process is not judgmental and all views are accepted.

V. Diment and R. Jorna will organize refreshments for reception and the break. A. Campbell suggested a budget of \$100. C. Gardener will loan equipment for coffee service.

A. Campbell will buy stationary supplies needed. A. Moore will bring four flip charts and A. Campbell will bring two.

J. Charles will act as registrar at the door. Participants will be assigned to tables by numbered name tags. This will produce a somewhat random division but members of the same family will not go to the same table. A. Campbell will bring a card table for registration.

Help in Recording the Workshop—members of the steering committee who are acting as facilitators are asked to keep accurate records. The participants will be asked to leave their booklets even if they do not want to be quoted. In reporting to the whole workshop, facilitators will avoid repeating points already brought forward by other tables, but will mark such points on their table's flip chart to acknowledge that the observation or point has been made at the table.

Developing the Workshop Strategic Vision Statement—Consensus is that the workshop goal is to identify a collective view from the whole group. If a collective view does not emerge, then the variations or themes should be identified. A statement based on this view or these themes could be drafted for participants to review on 19 April.

5. Planning for the April 19, 2008 Workshop

Theme Background Information Sheets –W. Fritz said facilitators could send him changes to the sheets until Thursday, 3 April. Some figures need to be updated or matched. W. Fritz will have the theme sheets printed to be handed out on 5 April along with two brochures on wells from the Ministry of the Environment which support the presentation on water.

Further planning for 19 April to be completed after 5 April.

6. Reports of Working Sub-committees

Gathering Information - H. Phillips, J. Charles, A. Campbell

H. Phillips will give present information to A. Carver to post on the web site. Discussion clarified that the collected documents are mainly reference material for steering committee members. After the 19 April workshop, committee members will make more use of this collection. Others who express interest may be able to borrow material. Information on the web site should help them locate the material outside the OPSRRA and other collections.

Funding – W. Fritz, R. Jorna

W. Fritz, through OPSRRA, will submit an application to BC Healthy Communities to meet their May deadline. This funding application, if successful, would allow more options for publishing and distributing the final report. The potential for distributing copies includes the various agencies and the individuals—currently 200—who receive the project Information Bulletins. There was also some discussion about obtaining further project funding from the Regional Director. If funding is offered on the same terms as the initial grant of \$1000, the committee could accept it. When the project report is final and published, other agencies and the CRD can make use of the information as they see fit. The project now has approximately \$4575.

Publicity/Communications – A. Campbell, A. Carver, C. Gardener

A. Campbell reported that A. Carver has up-dated the web-site. Also, the April edition of the Rural Observer has an advertisement and story about the workshops. On 19 March, the Sooke News Mirror carried an editorial stressing the importance of civic elections in 2008 and in the 26 March edition there was a story about the Developing a Strategic Vision Project. Both items followed an interview with W. Fritz and A. Campbell by Pirjo Raits. The OPSRRA newsletter for April also has workshop information and the Muir Creek Protection Society and JdF Community Trails Society each sent information to their members. B. & H. Phillips put up posters supplied by A. Campbell on the community notice boards in Otter Point.

J. Charles and A. Campbell met with MP Dr. Keith Martin to discuss the Developing a Strategic Vision Project. Dr. Martin supports the project and offered to write a letter to that effect to the CRD and Regional Director. He thinks the project could provide a template for a larger project to capture a strategic vision for a much larger area. Dr. Martin is now receiving the Information Bulletin.

Event Documentation – W. Fritz, R. Jorna, H. Phillips

W. Fritz reported that all transcripts for first three Public Information Forums are now on the website. Dr. Tony Boydell has not been able to review the notes on his presentation on the environment, so those notes are posted subject to change. Linda Allen has approved the notes on her presentation on governance. W. Fritz has not yet heard from Allison Habkirk. Although Joe Martignago was not able to make his presentation on governance at the last forum, information from a subsequent interview with members of the sub-committee will be included on the website, subject to J. Martignago's approval.

7. Reviewing the Steering Committee Draft Strategic Vision.

The consensus is that one of the project goals is to identify a collective view from the workshop participants and the broader community so the steering committee's draft was not dealt with further.

8. Next Meetings – Tuesday 15 April and Tuesday 6 May (* **not 5 May**). R. Jorna will not be available 6 May and H. Phillips may not be able to attend-.

9. Adjourn. Motion to adjourn, J. Charles, A. Campbell.