

APRIL 15, 2008 STEERING COMMITTEE MINUTES

Date: April 15, 2008

Time: 9:30 am – noon

Place: SEAPARC Boardroom

Present: A. Campbell, V. Diment, H. Phillips, J. Charles, C. Gardener, A. Moore, R. Jorna, W. Fritz

Regrets: A. Carver

1. Approval of Agenda

Approval of the agenda was moved by J. Charles, seconded by R. Jorna and passed by the steering committee members.

2. Appointment of Recording Secretary

Cleo Gardener was appointed as the recording secretary for the meeting.

3. Approval of the April 1, 2008 Steering Committee Minutes

Approval of the April 1, 2008 minutes was moved by A. Campbell, seconded by H. Phillips and passed by the steering committee members.

4. Review of the April 5, 2008 Community Workshop

a) Round Table Comments/Assessments of the First Community Workshop
General comments and assessments included:

- the process worked well and people kept to the planned timelines;
- there was a mix of participants somewhat different from those participating at the forums;
- for the next workshop, it would be more effective to mix people up at different tables by assigning them a table number on their name tag;
- the participants seemed to fill the hall, it was noisy at times but it wasn't distracting;
- Andrew did a good job of facilitating the process;
- one of the external observers acted as an advisor at times and should be encouraged to not do so;
- with one or two exception, all of the workshop participants were either community residents, landowners or members of the advisory committee;
- it was expressed that the workshops would be best suited to those people residing in the communities covered in the Vision project;
- as the workshop participants were primarily middle aged or older, it was expressed that and that there is a need to have younger members of the community also participating;
- steering committee members did a good job as co-facilitators;
- it was a good workshop, people liked being there and want to come back to the next workshop;

- the material produced at the workshop will be very helpful in developing the strategic vision.

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b) Summary of the First Workshop Material

R. Jorna outlined how she had summarized and circulated the “flipchart” material developed by participants at the first workshop. W. Fritz thanked her for her work and pointed out that it would be very useful as the steering committee worked to develop the “first cut” of a strategic vision for Otter Point and Shirley.

5. Planning for the April 19, 2008 Workshop

a) People Registered to Date

W. Fritz reported that 28 persons were currently registered to be at the April 19th workshop, that this number was expected to either increase or decrease, but only modestly.

b) Workshop Process and Facilitations

A. Moore reviewed the booklet, the process and the timing which he proposed to use for the workshop. After general discussion, it was agreed to shorten and amend some of the workshop questions and that A. Moore and W. Fritz would work together to finalize the changes. It was also agreed that the sequence of theme areas in the workshop would be: economic development (V. Diment), social development (C. Gardener), water and the environment (H. Phillips/R. Jorna), rural land use (W. Fritz), and local governance options (A. Campbell).

c) Prioritizing Goals and Strategies

W. Fritz reviewed how the use of “sticky dots” could be used by the community workshop participants to prioritize their views. It was agreed to use the technique at the workshop. A. Moore and W. Fritz will finalize arrangements for their use.

d) Recording for the 2nd Workshop

It was agreed that the steering committee members would summarize group comments/views on flipcharts as they had done at the first workshop. The external observers would be

asked to assist A. Moore in further summarizing those flipchart sheets so as to be used by participants in prioritizing their views by using sticky dots.

e) Developing a Summary of the 2nd Workshop

R. Jorna volunteered to transcribe the summary workshop sheets so that they could be circulated by e-mail to steering committee members.

f) Finalizing Arrangements and Responsibilities

There was general discussion and agreement as to who would take responsibility for final logistical arrangements for the workshop (arrange for opening of the hall- W. Fritz, workshop registrations- J. Charles, refreshments – R. Jorna, V. Diment, H. Phillips, flipcharts – A. Campbell, introductory comments – W. Fritz, wrap-up comments – A. Campbell)

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6. Next Steps

a) Initial Discussion of Options for Developing a Draft Strategic Vision

W. Fritz outlined for discussion a process through which the steering committee could develop a “first cut” draft of a strategic vision for Otter Point and Shirley. The proposed process would be to divide the steering committee into two teams. The first team would work primarily with on the material developed through the first workshop and focus on quality of life values while the second team would focus work with the material developed at the second workshop and focus primarily on community goals and strategies. The work done by each team would then need to be merged into a common document to be subsequently circulated to the community for feedback and amendment. An alternative to this approach would be to recruit or hire a writer to do the “first cut” draft. After general discussion it was decided to use the two-team approach. Team one will consist of C. Gardener, J. Charles and W. Fritz. Team two will consist of A. Campbell, V. Diment and H. Phillips.

There was also general discussion about the importance of also developing a process through which input for the strategic vision from children in the community could be obtained. Ideas involving the use of community photographs and essays by children residing in Otter Point and Shirley were discussed. It was agreed to put this issue on the agenda for the next steering committee meeting when ideas could be formulated into a plan.

b) Timing and Circulation Back to the Community

W. Fritz outlined for future planning purposes the likely timelines which the steering committee would need to follow if the strategic vision was to be completed in August 2008. These were:

- a first cut draft of the strategic vision should be completed by the steering committee for early June 2008;
- a first draft strategic vision document should be circulated to community residents for feedback in June 2008;
- a second (revised) draft strategic vision should be circulated to community residents for feedback in July 2008; and
- the final draft strategic vision should be circulated to community residents and interested groups in August 2008.

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7. Reports by Subcommittees

a) Gathering Information

Nothing new to report.

b) Funding

It is anticipated that after the 2nd community workshop, there will be approximately \$3000 left to complete the project. To supplement this, a grant application for \$2000 to BC Healthy Communities is being prepared for submission by May 1, 2008.

c) Publicity/Communications

It was agreed that a new project communication bulletin should be developed for circulation.

W. Fritz will forward background information about the upcoming community workshop for use by A. Campbell.

d) Event Documentation

The summary notes on the speakers presentations and the question & answer session for the Forum “Governance Options in Otter Point and Shirley” have been finalized and posted on the project website.

8. Next Meeting

The next steering committee is scheduled for May 6, 2008 at the SEAPARC Boardroom.

9. Adjourn

J. Charles moved to adjourn the meeting at noon.