

Strategic Vision Steering Committee Meeting Minutes

Date: Tuesday December 9, 2008

Place: Sooke Museum Service Building

Time: 9:30-11:00 a.m.

Present: Arnie Campbell, Wayne Fritz, John Charles, Rosemary Jorna, Heather Phillips,

Veronica Armstrong

Regrets: Cleo Gardener

1. **Approval of Agenda:** Moved by Heather Phillips, Seconded by Veronica Armstrong, Approved.

2. **Appointment of Recording Secretary:** Veronica Armstrong by rotation
3. **Approval of Oct 14, 2008 Minutes:** Minutes were not yet circulated for review by Cleo Gardner.

4. **Update of Follow Up Activities with Government Officials, the Media, Community Groups and the Advisory Committee:** A. Campbell reported on presentations made about the strategic vision project to the Shirley Education and Action Society, the Shirley Community Association, OPSRRA, the JDFEA Parks & Recreation Commission, the JDFEA Economic Development Commission, JDFEA Agricultural Advisory Commission, the present and previous JDFEA Regional Director, the Minister of Community Development and the Minister of Agriculture and Lands. Chris Causton, Chair of CRD Parks and Duncan Kerr from WFP acknowledged receipt of the final report. Follow-up is planned with shou follow up with Dave Bennett chair of the Sooke OCP committee and Tracy Corbett, CRD. A copy of the final report will also be sent to the new Chair of the Sooke Region Tourism Association. Wayne Fritz raised idea of also providing a copy of the Strategic Vision to all of the local LUC members and submitting a copy of the report to the full CRD board. Arnie Campbell noted that a copy had already been forwarded to the CRD Chair while a verbal presentation to the CRD Board required placing it on the agenda and even then you only get 5 minutes maximum to speak to such an agenda item. It was agreed to invite the JDFEA Regional Director to the January meeting of the project Advisory Committee. John Charles emphasized that the Strategic Vision needed support from the CRD and the provincial government if it was to be implemented. Arnie Campbell pointed out that such ongoing work would need to be picked up by community groups as it was beyond the mandate or capability of the project Steering Committee.

5. **Draft Project Budget** Wayne Fritz provided an overview of the project budget which had previously been circulated to all steering committee members. After an additional 100 extra copies of the *Strategic Vision for Otter Point, Shirley and Jordan River* are printed for public use and paid for, it is anticipated that there will be a project budget balance of approximately \$1700.
6. **Letter to Project Funders** Wayne Fritz and Arnie Campbell reported that letters had been sent to the three project funders which: thanked them for their financial support; reported that the project was ending shortly and provided to each a copy of the *Strategic Vision for Otter Point, Shirley and Jordan River*, a chronological listing of major project activities and the project budget.
7. **Update on www.jdffuture.org** Wayne Fritz and Arnie Campbell reported that they had not been successful to date in re-establishing the operation of the jdffuture website. They proposed that OPSRRA be approached to expand and manage information about the Strategic Vision project on the OPSRRA website. It was agreed to proceed in this manner and a sum of up to \$300 was approved to cover the cost.
8. **Dealing with Project Materials** On behalf of the gathering information sub-committee, Heather Heather Phillips reported that 35 background summaries of various source documents had been completed. Summaries of the Shirley/Jordan river Official Community Plan and an article on the Transfer of Development Rights Program still needed to be completed. Arnie Campbell proposed that a copy of the final project report along with any other pertinent project information be provided to the Sooke Region Museum, a local library and OPSRRA. There was general agreement to do this. After some discussion, it was agreed that various source documents that had been collected for the project would remain with whomever had made a copy of the source document. Requests for copies of specific source information would be referred to the agency or organization which had produced and/or maintained a public record of the source document.
9. **Update on the Outline of a Final Project Report** W.Fritz: reported that work was underway on a Final Project Report which would provide a record of the process through which the project proceeded and include appendices of key project documents. It was agreed that the end of 2008 would be the target timeline for completing the summary sheets, the bibliography and the completed final project report.

10. **Planning a Meeting with the Project Advisory Committee** Wayne Fritz and Arnie Campbell proposed that a meeting with the project advisory committee be scheduled for late January 2009 to review what had been accomplished to date through the Strategic Vision project and to discuss how community follow-up work might be carried out. It was generally agreed to go ahead with the meeting. Arnie Campbell and Wayne Fritz volunteered to develop and circulate an invitational letter and agenda for the meeting. Rosemary Jorna and Veronica Armstrong volunteered to organize coffee/treats for the meeting.

11. **Disbandment of the Steering Committee** After some discussion, it was agreed that the work of the Steering Committee was largely done and it should be disbanded after the Advisory Committee meeting.

12. **Adjourn:** The meeting was adjourned on a motion by Veronica Armstrong.