

# Otter Point and Shirley Residents and Ratepayers Association

## Board Meeting Minutes

**Date:** February 20, 2012

**Time:** 7:30 pm

**Place:** SEAPARC Meeting Room

**Present:** Arnie Campbell, Fiona McDannold, Wayne Fritz, Sandy Barta, Bob Phillips, Brenda Marks, Marika Nagasaka, Erik James, Bob Dick, Leslie Lajeunesse, Caroline Larsen

**Regrets:** None

Welcome and Introductory Comments – A. Campbell

1. Adoption of Agenda

Moved by M. Nagasaka

Seconded by F. McDannold

**Approved**

2. Appointment of Recorder

E. James appointed.

3. Approval of Minutes 23 Jan 2012 Board Meeting Minutes

Moved by W. Fritz

Seconded by F. McDannold

**Approved** subject to a spelling correction of the word “scouts”

4. Old Business

4.1 Outstanding Correspondence

None outstanding

4.2 Correspondence Received

OPSRRA received a reply from the Department of Fisheries and Oceans (DFO). This is discussed at 4.3.5

4.3 Business Arising from Previous Meetings

4.3.1 OPSRRA AGM Agenda Review – A. Campbell

The agenda for the forthcoming AGM in March was reviewed, with consensus reached that 3 topics will be the focus: water, governance, and community forest.

4.3.2 AGM Planning – A. Campbell

A. Campbell led the discussion and task assignment for the upcoming March AGM.

- The proposed Agenda and poster was circulated
- The draft membership call letter was circulated
- The 14 days lead time for advertising and notifications, as required by the societies act, was discussed
- The date of Sunday 18 March 2012 was reviewed
- Guests will include MLA J. Horgan and the Regional Director, M. Hicks

- Membership list will be emailed by E. James to S. Barta for making of mailing labels
  - E. James will print the letters and posters
  - B. Phillips will put up the roadside boards in Otter point
  - B. Mark will put up the roadside board in Shirley
  - An ad will be placed in the Sooke Mirror for 14 March 2012 by A. Campbell
  - The membership table at the AGM will be manned by B. Mark and S. Barta
  - F. McDannold, B. Mark, and M. Nagasaka will bring cookies
  - Coffee will be supplied by David Evans of the Stick in the Mud Café, and set up F. McDannold
  - Community Bulletin Board posters will be put up by W. Fritz, M. Nagasaka, and R. Dick
  - The requirement for responsible directors to provide reports on membership, financial statement, and nominations committee was raised
- 4.3.3 Nominations Committee – A. Campbell, M. Nagasaka, F. McDannold  
Caroline Larsen of Otter Point introduced herself. She is thinking of standing for the Director position being vacated by W. Fritz, who has indicated his name will not stand this year.
- 4.3.4 Meeting with TimberWest and WFP – A. Campbell  
A. Campbell indicated that TimberWest has agreed to meet with OPSRRA representatives in the first 2 weeks of March. Western Forest Products has yet to reply to our requests, but it is hoped a similar meeting with that company may be arranged in the near future.
- 4.3.5 Bill James Dam – A. Campbell  
The DFO reply letter was read and discussed. The decision taken as a result of the discussion is that A. Campbell will draft a letter to DFO thanking them for the reply and requesting that OPSRRA be informed of further initiatives in Otter Point and Shirley.
- 4.3.6 Update on the Otter Point Official Community Plan Review - B. Phillips, W. Fritz  
No recent activity or feedback was reported. A. Campbell indicated the OCP is with Bob Lapham of CRD planning and may be ready for release in 3 weeks.
- 4.3.7 Water Forum – B. Philips, M. Nagasaka  
It was reported that, as of yet, the date and details have not been set. The format of the Water forum report at the AGM was discussed. B. Philips and M. Nagasaka will draft up a Water Forum plan and circulate this to the directors.
- 4.3.8 Economic Development Commission (EDC) – A. Campbell
- last month's letter from Heather Philips was read
  - A. Campbell gave background information on the EDC
  - the previous letter from OPSRRA and the subsequent reply from the Regional Director, M. Hicks, including supplementary emails from M. Hicks, was discussed
  - the EDC costs and roles were discussed

- the way ahead on the EDC was discussed. M. Hicks will be asked to speak to this at the AGM.
- a Sooke/ Juan De Fuca Electoral Area EDC recombination was discussed. This proposal was raised by the Sooke Mayor in discussion with M. Hicks.

## 5 New Business

### 5.1 VIRL – A. Campbell

A. Campbell reported that M. Hicks, the Regional Director, was considering in seeking support to change our Library Services provider over to the Victoria Library, based on the costs of the current model. This was discussed, and it was agreed that this would be a good topic for M. Hicks to speak to at the AGM.

### 5.2 Jordan River Park Reserve Open House – A. Campbell

A. Campbell reported that there is a CRD Parks open house to be held Wednesday 22 Feb 12, where public input into the disposition/use of the Jordan River reserve park lands was being sought. B. Dick and L. Lajeunesse indicated that there is more perspectives needed from the Jordan River Community, specifically:

- the need for more information from CRD Parks with regard to future intentions
- more awareness on 2-3 other lots that were used for forest studies
- an awareness and consideration of Jordan River zoning issues

### 5.3 Review of the OPSRRA Constitution – A. Campbell

A. Campbell indicated that the following issues need to be considered, as the current OPSRRA constitution needs to be reviewed and possibly amended:

- Membership review: age, geographical boundaries' for eligible members
- Number of directors
- Is an extensive review required?
- Costs of membership

The intent is to move this to a future arising.

## 6 Updates on Responsibilities of Directors

### 6.1 Treasurer's Report – Bob Phillips

OPSRRA currently has \$522.56 in its main account, \$1201.75 in its vision account and \$45.36 in petty cash. B. Philips sought guidance on establishing a "community Account" as a subset of the OPSRRA Account. This was approved in principal, and a proposal, drafted by B. Philips, will be presented before the membership at the AGM.

**Approval** was given for A. Campbell to expend up to \$100 for advertising, hall rental, and miscellaneous costs associated with the AGM. This was motioned by B. Philips and seconded by M. Nagasaka.

### 6.2 Membership Report –Erik James

There being no change from the previous membership report, the membership currently consists of 321 Otter Point members, 62 Shirley members and 22 associate members for a total of 405 members. A. Campbell indicated there is one member who has joined and the name will be forwarded to E. James

### 6.3 JDF Land Use Committee – Fiona McDannold, Wayne Fritz

Nothing new to report as there hasn't been a meeting. The next meeting is scheduled for 21 February 2012

6.4 Liaison with Regional Director – Arnie Campbell

The SEAPARC meeting was cancelled due to a camera being present in the room. The Chair of that board is seeking direction on this issue from the CRD Board.

6.5 Liaison with Shirley – Brenda Mark, Fiona McDannold

Renovations to the Shirley Hall kitchen are completed.

The Shirley Craft Fair will be held on the 25<sup>th</sup> of March 2012

6.6 Liaison with MLA - Arnie Campbell

J. Horgan will be at the AGM

6.7 Liaison with First Nations – Arnie Campbell

G. Planes has been re-elected Chief of the T'Sou-ke First Nation.

6.8 Liaison with Jordan River – Nothing further to add to the points mentioned at 5.2 above.

6.9 Governance Activities – Brenda Mark

W. Fritz gave background information on the draft Otter Point Wildfire Protection Plan. He then went on to suggest that proposed policy changes within the CRD be posted electronically. He recommended OPSRRA meet with Mike Hicks to discuss the issue. There was unanimous support for this proposal. See agenda item 4.3.1 above.

6.10 Regional Sustainability Strategy Review – Arnie Campbell, Bob Phillips, Wayne Fritz

Nothing new to report.

6.11 OPSRRA Website – Sandy Barta

Nothing new to report.

6.12 OPSRRA Newsletter – Arnie Campbell

Nothing new to report.

6.13 Publicity – Wayne Fritz

Nothing further to report on the AGM posters discussed at 4.3.2 above .

6.14 Community Bulletin Boards – Bob Phillips

B. Philips has conducted repairs on two boards. In addition, beautification of the new large community signage boards was discussed.

6.15 JDFEA Parks and Recreation Commission – Brenda Mark

Last regularly scheduled Parks Meeting was January 24, 2012. Louise Patterson was elected Chair, Ken Douch was elected Vice Chair.

Louise mentioned the Bob Clark had passed away and spoke of his commitment to JDFEA Parks. Erecting a plaque at Otter Point Park in his memory was discussed.

The Parks Manager will be seeking approval for a new service bylaw and maximum tax levy that will adequately support the development and operational needs of the park program for the coming years. The current tax and levy have been in place for 23 years.

Information re: the Kemp Lake Angling Infrastructure Improvement Proposal on Feb 8 was provided to OPSRRA. B. Mark delivered a synopsis of the turnout and overall response of concerning the Kemp Lake dock open house. In general, there was support from the general public, with some opposition from nearby residents

The Wieland Road Statutory Right of Way Proposal was discussed, it can not currently move forward.

6.16 Otter Point Fire Department AGM – Arnie Campbell

Nothing to report.

6.17 Shirley Volunteer Fire Department AGM – Brenda Mark

Rob VanVeen was awarded a Distinguished Services Medal and Certificate from the Governor General of Canada recognizing his 20 years as volunteer firefighter and first responder with the Shirley Fire Department at a special awards ceremony held at Shirley Hall on February 17<sup>th</sup>. MLA John Horgan and Fire Chief Donovan Ray paid tribute to Rob for his dedicated commitment and service.

The Shirley Fire Commission has initiated several projects: propane heaters for the fire hall, coordination of the radio mast installation at Shirley Hall, research into the possible purchase of a replacement emergency response vehicle. All subject to budget constraints.

6.18 Kemp Lake Waterworks District AGM – Wayne Fritz, Bob Phillips

Nothing to report. The AGM will date and timing will be promulgated soon.

6.19 Liaison with Emergency Services – Arnie Campbell for Erik James

Nothing to report.

7. Date for Next Meeting

The next meeting of the OPSRRA Board will be determined after the AGM.

The meeting was adjourned at 9:38 pm on a motion by E. James