

**Otter Point and Shirley Residents and Ratepayers  
Association  
Board Meeting Minutes**

**Date:** November 19, 2012

**Time:** 7:30 pm

**Place:** SEAPARC Board Room

**Present:** Arnie Campbell, Fiona McDannold, Bob Phillips, Brenda Mark, Erik James, Marika Nagasaka, Sandy Barta, Caroline Larsen

1. Adoption of Agenda:

Changes noted: add item 7.15 – changes to Parks Report. Erik adjusted membership counts to 372 members and 21 associates for a total of 393.

**Moved** by Erik James with additions noted

**Seconded** by Sandy Barta

2. Appointment of Recorder

Caroline Larsen to be followed by, Sandy Barta, Brenda Mark, Marika Nagasaka, Bob Phillips, Erik James and Fiona McDannold

3. Approval of the October 22, 2012 Board Meeting Minutes

**Moved** by Fiona McDannold

**Seconded** by Brenda Mark

4. Correspondence

4.1 Outstanding Correspondence

Water Letter – Arnie forwarded the letter regarding water questions to Mike Hicks and Bob Lapham along with the results of the October Water survey.

4.2 Correspondence Received – none.

5. Business Arising from Previous Meetings

5.1 Update on the Otter Point Official Community Plan Review

No report –we are waiting for June Klassen to call a meeting to review the Otter Point OCP process before starting the East Sooke and Shirley/Jordan River OCP reviews

5.2 Fall Town Hall Meeting

It was great! We saw new faces, had generous donations, the signage was sufficient. It was noted that it was good to have Wendal Milne there even though he isn't related to our community, it was noted that many spoke to him after the meeting. His contact is important as he is on Committee A of the CRD Board and on CRD Water

### 5.3 JDF Governance

Nothing back from Ministry staff assigned to work on a report. CRD Planning Services recommended changes to who could vote on JDFEA land use matters. The Otter Point OCP will go to the CRD Planning and Protective Services Committee to determine if it is consistent with the RGS. If not, the process stops until it meets the requirements and the will go to the full CRD Board for approval.

Fiona mentioned the letters to the Sooke News Mirror regarding the JDFEA not having a dispute resolution process under the RGS

### 5.4 JdF Building Update

The proposal is going to LUC tomorrow and then to the Otter Point APC. CRD Board has approved the proposal with \$1.5 million from the CRD Building Fund. The three corner properties are subject to re-zoning from M-2 to P4 (Public Institutional). This proposed zone would permit office, assembly and civic uses related to the JDFEA services as well as potential community uses such as retail and a restaurant. It was agreed that a representative from OPSRRA will speak at the Public Hearing.

### 5.5 OPSRRA Surveys

Sandy has sorted the responses from our surveys and has posted them to the website. We will be presenting the water survey in January. We discussed some ideas for the Community Services survey.

### 5.6 Membership Meeting

We have decided to have the membership meeting on either January 20 or 27 at the Shirley Hall from 1:30 – 3:30 pm.

## 6. New Business

### 6.1 JDFEA EDC

The JDF Economic Development Commission has been notified by the CRD General Manager of Corporate Services that the EDC is operating outside of its Letters Patent by approving some grant applications. The meeting lost its quorum before being able to deal with this matter. There has been a special meeting planned for Dec 4, 2012 to discuss the future of the EDC, with considerations about the cost of administration, advertising, cheque writing etc.

### 6.2 JDF Parks and Recreation Commission

There was discussion regarding the meeting times being changed from 5 pm to 3 pm. This may make it difficult for members of the public to attend or for someone with a daytime job to stand as a Commission member. Arnie offered to write a letter to the chair of the committee with a copy to the Regional Director

7. Updates on Responsibilities of Directors
  - 7.1 Treasurer's Report

The Treasurer's report is attached as submitted by Bob Phillips, and approved by the board.

**Moved** by Bob Phillips  
**Seconded** by Marika Nagasaka
  - 7.2 Membership Report

Total count now at 312 members from Otter Point and 89 from Shirley for a grand total of 402
  - 7.3 JDF Land Use Committee

Meeting tomorrow
  - 7.4 Liaison with Regional Director

Regular contact with the RD.
  - 7.5 Liaison with Shirley

Shirley Craft Fair is coming up. There is talk of the Shirley Boogies being brought back to life. Shirley is now on Facebook. There are 3 TimberWest developments upcoming. Shirley Delicious Restaurant to open soon.
  - 7.6 Liaison with MLA

Nothing further to report.
  - 7.7 Liaison with First Nations – Bob Phillips

Nothing further to report.
  - 7.8 Liaison with Jordan River

This issue was bumped from the agenda of CRD Parks, so no decision on the surplus CRD parkland in Jordan River. There is an upcoming meeting regarding Fire Services in Jordan River.
  - 7.9 Governance Activities

Nothing further to report
  - 7.10 Regional Sustainability Strategy Review

Nothing further to report.
  - 7.11 OPSRRA Website

All up to date
  - 7.12 OPSRRA Newsletter

Draft deadline is in one week
  - 7.13 Publicity

Sandy is putting the logo into a vector drawing application

#### 7.14 Community Signage

There are 2 new signs; one at Otter Ridge Rd and the other at the Woods at Otter Point development. Arnie will update the sign location list.

#### 7.15 JDF Parks and Recreation Commission

Arnie is meeting with Margot Swinburnson regarding the Admiral Charles' property and the possibility of partnering with EMCS. Fishboat Bay Park needs to have improved management regarding camping, fires, and parties on the beach. Should there be initiatives to raise money for parks? – could we include this in a future survey?

#### 7.16 Otter Point Fire Department

AGM was last week. They are purchasing a new \$400,000 fire truck as insurance regulation requires that the primary truck be less than 15 years old. It was also noted at the AGM that the incident report statistics for 2011-12 had increased from 119-133. Almost 50% of the calls were for First Response. Candy Cane Run is Dec 15. Route will be in newspaper

#### 7.17 Shirley Volunteer Fire Department

Fire Commission AGM is November 25. There are 3 positions up for election. The radio tower is up. The Shirley Fire Protection Society AGM is December 9. There is one position up for election. The Shirley Fire Department has a new \$60,000 First Response vehicle. The Oct 23 Commission meeting went well; there was resolution to the concerns regarding the resignation of the former Fire Chief.

#### 7.18 Kemp Lake Waterworks District

Nothing to report

#### 7.19 Liaison with Emergency Services

No report

#### 8. Date for Next Meeting

Monday January 7, 2013.

#### 9. Adjournment

**Moved** by Erik James

**Attachment:** Treasurer's Report

**OPSRRA TREASURER'S REPORT August 27 to September 26, 2012**

**OPSRRA Main Account**

Credits Memberships \$15.00 Debits Bank Fees \$2.00

From Petty Cash \$60.00

**Balance \$594.19**

**OPSRRA Community Account**

Debit \$30.00 "new lighthouse"

**Balance \$970.00**

**Petty Cash**

Debit \$60.00 deposited to bank

**Balance \$21.96**

**Total OPSRRA Assets \$1586.15**