

Citizens' Advisory Panel

Date: Thursday, January 20, 2011
Time: 7:30 to 8:30 AM
Place: Victoria City Hall – Committee Room 1

MEETING NOTES

Attendance

Members: Cara Segger, Jim Kerr, Sid Chow, Andrew Turner, Richard Linzey, Travis Lee, Bill Larkin and Margaret Lucas
Staff: Gail Stephens (Chair), Peter Sparanese, Katie Josephson, Mike Lai, Dwayne Kalynchuk, Chaz Whipp and Kristin Quayle
Sherri Andrews (recording secretary)
Guest: Dr. Francis Hartman, Project Advisor

1. Agenda and Call to Order

Gail Stephens welcomed the members and called the meeting to order at 7:35 am. There being no additions to the Agenda; it was adopted as circulated.

2. Minutes of the Meeting held on November 15, 2010

The Minutes of the Meeting held on December 16, 2010, were moved for approval by Jim Kerr and seconded by Cara Seger.

CARRIED

3. Introduction of New Panel Members

Gail asked for round table introductions for the benefit of the two new members; Bill Larkin and Travis Lee.

4. Introduction of Dr. Francis Hartman

Gail introduced Dr. Francis Hartman who has been retained by the city to serve as a project advisor. Dr. Hartman summarized the key points of discussion made during the workshops he conducted with the city's project staff as part of the project management process.

5. Draft Project Charter

It was announced that Mike Lai will serve as the JSB Project Director. Mike provided an overview of the draft Project Charter. The discussion was held in-camera as the document has not yet been approved by City Council.

5. **Adjournment and Date of Next Meeting**

There being no further business, the meeting adjourned at 8:45 a.m.

DRAFT