

Roberts Creek Official Community Plan Committee (RCOCPC)

**Board Meeting Minutes: December 12, 2007
Roberts Creek School**

Present: Elaine Futterman , David Moul , Gail Cromie, Mike Allegretti, David Kelln, Peg Neilon, Julie Gleadow, Barry Krangle, Ann Dykes, Gail Newman

Regional Director: Donna Shugar

Regrets: Norma Brow

Guests: Carolann Glover and Olaf Lepper

1) *Opening and Check-in:* The meeting began at 7:03 pm.

2) *Agenda:* The agenda was posted on the blackboard of the meeting room. The following items were identified for discussion:

- 1) Agenda
- 2) Minutes
- 3) Draw for OCPC one year term
- 4) Election of Officers
- 5) David Kelln's letter
- 6) OCPC role and recent issues
- 7) Living Places
- 8) Director's Report
- 9) Next meeting

Peg moved adoption of the agenda. Gail Cromie seconded the motion. Approved.

3) *Approval of Previous Minutes: Julie motioned acceptance of the final draft of the minutes and Gail Newman seconded. The minutes were approved.*

4) *Correspondence:* No correspondence was received or sent.

5) *Draw for One Year Term of Office.* Norma Brow won the draw. Together with Julie Gleadow, David Kelln, Peg Neilon and Gail Cromie they each have another year in their mandates.

6) *Elections* Peg Neilon accepted the position as OCPC Chair.
Gail Newman accepted the position of Vice Chair
David Moul accepted the position of Secretary

7) *Business Arising from the Previous Minutes:*

7.1 (David Kelln's letter to SCRD Board re. Park signage – item 4.3)

7.1.1 David presented the first draft of his letter. It received favourable comments. David will send the draft out one more time to Committee members for final comments before sending it off to the SCRD Board.

(Action: David Kelln)

7.1.2 Mike will send out the new letterhead to all committee members. The new letterhead will use Peg Neilon's address as the return address for all future correspondence. **(Action Mike)**

8) *New Business:*

8.1 Living Places Jack Basey , Vice President, Governmental and Community Relations of Living Forest Communities, Victoria will be giving a presentation on December 13, in the Boardroom of #4 Gower Gardens, 292 Gower Point Road , in Gibsons. He will talk about having sustainable development while helping to conserve sensitive forest ecosystems. Marj Knive of Living Places.ca is sponsoring this event.

Donna noted that Mr. Basey will be giving a similar presentation at the SCRD Regional Planning meeting at 1:30 PM on December 13 in the SCRD Boardroom.

8.2 A Review of the OCPC' Role and Recent Issues. Mainly for the benefit of the newly elected Committee members a brief history of the Roberts Creek Official Community Plan Committee was presented by Elaine and Donna.

Donna promised to e-mail the RCOCP mission statement to all committee members. **(Action: Donna)**

The following issues were discussed:

8.2.1 Bike lanes \$100,000 is available to begin constructing a bike lane on Lower Road from the cemetery towards the RC store.

8.2.2 Trails and Beach Accesses The latest trail work has been attended to at Lysander Road. Byng Road and Blackburn Road are the next trails identified for development.

8.2.3 Heart of the Creek Development – Bicycle and Pedestrian Friendly

The intention is to implement the recently completed Roberts Creek Transportation and Parking study. At a recent implementation meeting on November 21st it was decided to divide the study area up into five focus areas. Each of these areas would require a subcommittee of volunteers to make recommendations. Donna is asking for volunteers to these focus groups.

Donna was asked to resend her e-mail describing the subcommittees and a map of the study area. (Many committee members could not access the map on her first e-mail.) **(Action: Donna)**

8.2.4 Updating the Roberts Creek OCPC On October 25th Donna sent the Committee members the Terms of Reference (TOR) for the West Howe Sound Official Community Plan Review. She thought this template might help in developing our own terms of reference. Donna will resend the TOR so that the new committee members can look at it and offer comments.

(Action: Donna)

Donna has requested that the TOR be put onto the January agenda as she is seeking comments and assistance in drafting the Roberts Creek TOR.

(Action: Peg)

8.2.5 Greenshores Comments from the proposed shoreline bylaws have been received and tabulated (November 30 was the closing date). The December 13th Planning Meeting will address the issue and make proposals for the way forward. A group calling themselves the Roberts Creek Ratepayers will also be giving a presentation at the meeting. Mark McMullen (SCRD Planner) will present the Board with five options. He and Donna will suggest that the option recommending a continued public process be favoured.

8.2.6 Proposed Industrial Activity in the Watershed or Near Provincial Parks. A brief history of the summer fight to prevent logging in the watershed was presented.

Donna noted that Bill Hughes of BC Timber Sales will be giving a presentation at the Panning meeting on December 13.

- 9) *Director's Report:* Donna spoke on the following:
- 9.1 She has been spending most of her time working on budget issues.
 - 9.2 Columbia National Investments' (CNI) letter to the SCRDC was briefly discussed, but since there were no concrete proposals nothing further has been done with that file.
 - 9.3 Donna highly recommended the Emergency Preparedness course given by Bill Eisner. She noted that there will be a Home Emergency Preparedness course offered in February and suggested that everyone take it, if they can.

10) OCP Review Items:

The following items have been identified so far:

OCP – Items for Review

- 1) Beach access
- 2) Foreshore erosion and retaining walls
- 3) Addition of a mission statement
- 4) Road allowances
- 5) Signage
- 6) Tree retention on private land
- 7) Greenways
- 8) Design guidelines for the commercial core
- 9) Change bylaws to permit home based business proprietors to be able to teach or offer classes.
- 10) Lighting
- 11) Property usages
- 12) More types of unique zoning.
- 13) Downtown parking (new)
- 14) ALR review (new)
- 15) Terms of reference and a mission statement
- 16) Affordable housing
- 17) Short term rentals

10) *Next Meeting:*

The next meeting will be January 16, at 7:00 PM at Roberts Creek School.
Peg will book the necessary room for the next year. **(Action: Peg)**

11) *Adjournment:* The meeting adjourned at 8:45 P.M.