

## Minutes and Record of Actions and Decisions

Constance and Buckham's Bay Residents Beach Committee

Saturday, July 29, 2006

Constance and Buckham's Bay Community Center

Attendees:

Facilitator/Chair:	Kathy Black
Scribe:	Linda Lachance
Attendees:	Brenda Chupick, Frank Gramman, Rick Charlebois, Don Hall, Brian Dunster, Anne McLaughlin, Roberta Scott, Jane Currie, Natasha McMillan, Andy Rapoch, Nicolas Gendron, Milton Jardine, Richard Lamarche, Doug Lazier, Gerry Jette, Brian Thompson, Linda Baker, Ann Shields, Bruce Gordon, Dan Moffat, Don Trowell, Leo Villeneuve,
Participants not on the committee member list from July 22, 2006 meeting	Peter Wilkins, Joyce Nightingale, John Fremont, Don Holbrook,
Participants not present July 29, 2006 but who requested to be added to the committee	Ron Baird, Jake Both
Regrets:	Richard Blais, Ruth McKlusky, Daniel Summers, Jim Burows, Carey Thompson, Bruce McClure, Ann Johnstone, David McKeen Bernie Gorski

Meeting Objectives:

1. Establish a plan for determining the protocol for the beaches in Constance and Buckham's Bay
2. Prepare a Communication Strategy for informing all Constance and Buckham's Bay residents of the recommendations of the residents beach committee
3. Define the scope of the work of the committee, the governance structure

Meeting was called to order by Gerry Jette. Attendance was taken by Kathy using list provided from Dan Moffatt from the July 22, 2006 meeting.

Agenda Item:

Item #	Description	Action Item	Prime	Timeline
1	<p><b>Round Table and Area of Representation</b></p> <ul style="list-style-type: none"> <li>• Kathy Black had prepared a draft agenda and presented it to the group as a tool for facilitating discussion. This was the only agenda put forward for the group's use and it was agreed to use this document.</li> <li>• Linda Lachance offered to record the minutes and this was agreed to.</li> <li>• A meeting sign-in sheet was circulated and input was captured from attendees. Dan Moffat provided the list of interested participants from the July 22, 2006 meeting. Kathy took the attendance using the July 15 list.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Jane Currie requested representation be included on the committee from outside the village, however, a committee member pointed out that this is addressed in the Village Plan, Section 9, Strategies (page 32).</li> <li>• The group was asked for any changes to the agenda and 2 items were proposed: <ol style="list-style-type: none"> <li>1. Definition of Access and other definitions</li> <li>2. Discussion about allowing representation on the Beach Protocol Committee by people who live outside the Village of Constance Bay.</li> </ol> </li> <li>• The facilitator added these two items for the Parking Lot as it was felt that there was already a full agenda. These items are to be discussed at a subsequent meeting or as time permits.</li> <li>• The participants introduced themselves and identified if they were waterfront or not, and what part of the village they would be representing</li> <li>• The group voted by way of a show of hands on: <ol style="list-style-type: none"> <li>a) Limit participation to 12 WF and 12 Non WF members to be the committee composition or</li> <li>b) Define the committee composition to include all people who identified their interest at the July 22 meeting and people in attendance today who had not been on the previous list and those that could not be present today, but were interested in working on the committee</li> </ol> </li> <li>• The outcome of the vote was option b)</li> <li>• There are <b>18 non waterfront and 21 waterfront</b> members including those absent and those added July 29, 2006 (recalculated the totals) for a total of <b>39 committee members. It was agreed that there are 39 members and that no additional members will be added to this committee.</b></li> </ul>	<p>Validate the sign in sheet with the July 22, 2006 sheet to confirm accuracy and completeness of the committee membership list.</p>	<p>Kathy &amp; Dan</p>	<p>Aug 4, 2006</p>
<p>2</p>	<p><b>Define the scope of work to be covered by the committee</b></p> <ul style="list-style-type: none"> <li>• The group agreed that in order to define the scope of work to be addressed they would use the Draft outline document provided for discussion purposes</li> <li>• Participants used the list in Section 2 as the starting point and added the following items to the list of issues: <ul style="list-style-type: none"> <li>• 2a) Parking and traffic congestion, <b>water access and boats,</b></li> <li>• 2d) The trash issue. Garbage cans and outhouses, <b>glass,</b></li> </ul> </li> </ul>			

	<ul style="list-style-type: none"> <li>• <b>2e) Rezoning of accesses and maintenance of existing accesses and definition,</b></li> <li>• 2f) Signage – Bay entrance <b>and other,</b></li> <li>• <b>New:</b></li> <li>• 2k) Vehicles on the beach</li> <li>• 2l) water safety</li> <li>• 2m) enforcement</li> <li>• 2n) identification of the accesses</li> <li>• Participants requested that item 3b) on the list be changed to: respect and protect <del>private</del> property <b>rights</b></li> <li>• The group was asked when working on the issues, to explore recognizing the possible differences between weekday use and weekend or holiday use of the beaches.</li> <li>• It was agreed to update the list of issues and assign committee members to each of the issues.</li> <li>• Following are the steps undertaken to <b>prepare the list of Focus area sub groups:</b> <ol style="list-style-type: none"> <li>1. Updated the list of issues presented in the draft outline document</li> <li>2. Grouped similar or related issues</li> <li>3. Formed 6 sub groups to look at all <u>but one</u> issue – 2m) enforcement as it was felt that all sub groups would touch on this item</li> <li>4. The 39 names were put into 2 bags – 1 for WF (21 names) and 1 for Non (18).</li> <li>5. The 6 sub groups were given approx 6 or 7 members per group, with a fairly even distribution of WF and Non</li> <li>6. The break down of WF and Non (eg. 3, 4) per group was rotated as each sub group was assigned people.</li> <li>7. The last group ended up with 4 (WF) and 2 (Non) composition for the sub group.</li> <li>8. The list of Focus Area Sub Groups is in a separate document.</li> </ol> </li> <li>• Suggest that if focus area sub group member wish to change to another group that they find a replacement of the same category in another sub group (ie. WF for WF) in order to maintain the current ratio.</li> <li>• A 15 minute agenda item be included on the August 10, 2006 (THURSDAY) 7-9:00pm that provides time for sub group members to make switches if desired and they can find someone of the same category willing to switch.</li> <li>• Sub groups need to appoint a Prime Contact person for that focus area.</li> <li>• Sub groups will be finalized August 12, 2006 and the prime contact per sub group will be provided to Jane Currie for posting at local businesses.</li> </ul>	Updated issues list.	Kathy & Linda	Aug 4, 2006
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3	<p><b>Determine the governance structure for the committee</b></p> <ul style="list-style-type: none"> <li>• During the discussion participants provided ideas for approaching governance: <ul style="list-style-type: none"> <li>○ Survey Method</li> <li>○ Public Meetings</li> <li>○ Forming Focus Subgroups</li> </ul> </li> </ul> <p>It was agreed that different approaches may be needed to address different issues.</p>		All	Ongoing
4	<p><b>Prepare a communication strategy for informing all residents in Constance and Buckhams Bays of the progress and outcomes of the work of the committee and a means for communicating between committee members</b></p> <ul style="list-style-type: none"> <li>• The group was in agreement to posting the forward schedule of meetings, agendas and minutes and records of actions and decisions, committee members and committee contact coordinates on the CBBCA website: <a href="http://www.cbbca.org">www.cbbca.org</a></li> <li>• The group agreed not to post reports and WIP (work in progress) documents on the website as it would be an onerous task to maintain.</li> <li>• The group agreed to post the forward schedule and committee contact information at several key village traffic areas (ie. Lighthouse, General Store, Community Centre) if these organizations were in agreement with this approach.</li> </ul>	<p>Dan Moffat will arrange to post documents on the website on an ongoing basis as required. Feedback on the July 22, 2006 meeting minutes are to be provided to Dan (<a href="mailto:moffatts@sympatico.ca">moffatts@sympatico.ca</a> or 832-1698). The minutes will be final and posted and emailed to the committee members.</p> <p>Post forward schedule and contact info at local businesses.</p> <p>The minutes and actions and decisions will be prepared and distributed to the group.</p> <p>Feedback for errors or omissions is requested for July 29 minutes.</p> <p>July 29, 2006 agenda date to be corrected from</p>	<p>Dan</p> <p>Jane Currie</p> <p>Kathy</p> <p>Kathy</p> <p>Kathy</p>	<p>Aug 4, 2006</p> <p>Aug 12, 2006</p> <p>Aug 4, 2006</p> <p>Aug 6, 2006</p> <p>July 29, 2006</p>

		reading July 31.  July 29 agenda and Draft Outline document to be distributed electronically to the committee.	Kathy	Aug 4, 2006
5	<p><b>Prepare a forward schedule of meeting dates</b></p> <ul style="list-style-type: none"> <li>The group indicated their preferences for the regularly scheduled full committee meetings and the group voted on and agreed to having the meetings the <b>2nd Tuesday, of every month at the Community Centre (7-9pm).</b></li> <li><b>NOTE: The 2 large rooms at the Constance Bay Community Centre are not available on Tuesdays.</b></li> </ul> <p><b>THURSDAY, AUGUST 10, 2006 MULTIPURPOSE ROOM HAS BEEN BOOKED FOR THE NEXT MEETING. THE 2<sup>ND</sup> THURSDAY OF EVERY MONTH HAS BEEN BOOKED TENTATIVELY FOR THE FULL COMMITTEE MEETINGS.</b> Saturday mornings are another option or perhaps the Kinburn Client Centre Meeting Rooms can be pursued if Tuesday nights is the preferred time. The group agreed that once the subgroups are formed that members within each subgroup will be responsible for staying informed on their issues and full committee meeting items if meetings are missed. The group agreed that in the event that people miss meetings, the group will not go back to revisit and re-debate issues for which an action or decision has already been reached.</p>	Prepare the Forward Schedule including Committee Contact Info	Kathy & Linda	Aug 4, 2006

Parking Lot Items:

Item	Description	Requestor	Date Requested	Action
1	Definition of Access and other definitions	Jane Currie	2006 07 29	
2	Discussion about allowing representation on the Beach Protocol Committee by people who live outside the Village of Constance Bay	Janie Currie	2006 07 29	

**NOTICE \*\*\* CHANGED \*\*\* Next Meeting Date: Thursday, August 10, 2006, 7:00 – 9:00 pm Constance & Buckham's Bay Community Centre, Multi Purpose Room**