

Comox Valley Cycling Coalition Monthly Board Meeting - MINUTES

At: Genoa Room, Comox Marina

Thursday, April 25, 2019, 7:00 - 9:00pm

Board Members:

Lawrence Vea, Julia Painchaud, Terry Bourque, Brian Schoneberg, Gregg Strong

1. Getting Started

- March minutes accepted
- Quorum is defined as either 3 voting or 10% of board members

2. Reports

- Executive Reports (see Appendices at end of report)
 - 1 Apr2019 BdRpt Finance
 - 2 Apr2019 BdRpt Membership
 - 3 Apr2019 BdRpt SocietiesAct CVCCo Directors
 - 4 Apr2019 BdRpt Past President
 - 5 Apr2019 BdRpt Education

3. New Business

- Adult Ride Right Course - **Motion:**
 - *Instructors for Adult Ride Right course receive honorarium of \$75 per course, with a maximum of 2 paid instructors per course*
 - Moved by Lawrence. Seconded by Terry. **Passed unanimously.**
- Bike Sense booklets
 - Marg still has a full box of Bike Sense booklets (likely 100)..ordered last year. We made a donation as requested to help with printing costs.
 - Brian may plan for follow-up orders through BCCC.
 - As appropriate, we will also refer people to online version of booklet
- Infrastructure
 - Lawrence recommended to MOTI that the general 3 x per year schedule for street sweeping be in March, June & September.
 - We should be encouraging folks to submit hazard reports with photos - couching such reports as "hazards" seems to get responses
- Cycling Survey / Cyclist Counts
 - These are distinct yet connected / overlapping exercises.
 - The plan is to schedule both for ~week2 in June, while school is still in session, with plans for a follow-up round ~week3 in September. The survey will target just cyclists.
 - ACTION: Gregg to draft "straw list" of proposed counting station locations for the exercise. Will circulate among board to see if we can agree.
 - Next meeting we can discuss how best to use our schools contacts to do simple counts of the numbers of bicycles locked outside schools on sunny days (a useful stat).
 - ACTION: Gregg to draft a "straw survey" to serve as a discussion starting point. Ideally, we can keep things lean and mean (10-15 questions).

- It is proposed that we use Survey Monkey, accessed off the CVCCo website, for the survey. Brian noted we need to investigate to see if we can manage with the free version.
- ACTION: Gregg to draft email to go out to CVCCo membership (and perhaps other cycling clubs) to recruit volunteers to work the counting checkpoints. Ideally, we will be able to set up full day (2 or 3 shifts) stations at 10-15 locations. A small planning team will be needed for organization and logistics (Board members most welcome). The email will also seek to recruit a couple of folks who have experience with community surveys
- We will need to liaise and solicit feedback from local communities and MOTI, as we finalize the counting locations. We will also share the draft survey for feedback
- Both the survey and the counts should raise the CVCCo profile. For the survey, in particular, there is a marketing side. Ideally, we can get local clubs, businesses, NIC, etc. to direct their audiences to the survey on our website. It was suggested we prepare a press release to put notice of the survey into local papers. Future action needed here.
- Signboard Routes (to town / through town)
 - Lawrence & Gregg have done a round of meetings. There is no formal agreement on regional routes (outside the parks and trails). Proposed routes will go over better if they follow routes already identified in various plans
 - Interestingly, MOTI has a response facility that can quickly put up signs to direct traffic along alternate routes. An example given was Coleman Rd off the Old highway to the north, which has been signed as an alternate route to the ferry terminal.
 - ACTION: Gregg to send out email to Board seeking input / participation on 2 things: 1) packaging some proposed Signboard routes that we can share with the involved jurisdictions for feedback. AND, 2) ask Board members if they can suggest additional alternates routes where a MOTI sign would be advantageous. If we can agree on ~4, Lawrence can then send in a formal request to MOTI.
- CVCCo requires 4 designated signing officers. Angela Dawson has moved on.
 - ACTION: Lawrence Vea to replace Angela Dawson as CVCCo signing officer.
 - This means the CVCCo signing officers moving forward will be Julia Painchaud (Treasurer), Marg Harris (Past President), Chris Bowman (VP), and Lawrence Vea (President)
- The Electric Car & Bike show has approached Brian re possible parking support. Further info to follow.
- Lawrence attended session on the Comox Community Site Master Plan. Not really cycling focused. Suggested need for bike racks.
- Marg & Lawrence attended the Comox Community Forum.
- Active Transportation Summit in New Westminster, June 17/18.
 - CVCCo has been invited. There are networking advantages as well as a chance to gain insight into future funding priorities and processes. It was speculated that Angela or Jude (or ?) might attend for CVCCo.
 - Cost of attendance is \$260 plus tax/fees. As an organizing partner, CVCCo is eligible for a discount (amount tbd).
 - **Motion:** *That the Coalition support one member to attend the BC Active Transportation Summit on June 17-18, to a maximum of \$600*
 - Moved by Lawrence. Seconded by Terry. **Passed unanimously.**
- Project 529
 - This was discussed. Brian noted the website is up and running, though there were questions whether local bike shops have stayed behind this.
 - Brian plans to look into this further, and this will be discussed again when we have more Board members together

- Membership and businesses
 - This came up in the context of keeping bike shops on board as members - some may see limited benefit.
 - The discussion veered into higher level Coalition policy. The sense is we need a formal guideline here, and this is best discussed with the wider Board. One suggestion made was that CVCCo can be comfortable disseminating info re bike shop EVENTS, but not bike shop SALES. To be continued.
- Coalition email usage
 - It was agreed that the CVCCo email system is only intended for use for cycling related messages

4. **Round Table**

- Re accessing Strava data (not a representative sample, but perhaps useful). Gregg had requested underlying data from Comox Valley heat maps, but they do not provide for smaller areas. Brian suggested channeling request through BCCC. Gregg to follow up
- It was noted that a recent Elder College advert (newspaper) for courses had included a picture of cyclists - likely from the recent CVCCo course. Sweet.
- Participation in this year's Canada Day parade was discussed. Terry has suggested forming a "CV Safe Synchronized Swimming Bike Club" that would participate. It need not be CVCCo members only.
 - The issue needs further discussion with the full board. Would a CVSSBC mean no formal CVCCo entry? etc. It looks like the parade has changed / added rules to govern some issues from last year. It is not completely certain the parade would accept a CVCCo application to participate
 - ACTION: Terry to draft email for Brian to send out to Coalition members and Roz Smith to recruit participants for this Synchronized team.
- Lawrence reported on info from meeting with Comox. They are planning to have double lines to emphasize bike lanes. They have approved (for 2020/21) too widen Lazo Rd from Butchers to Pt Holmes hill.
- Gregg noted that in recent jurisdictional meetings, one thing that kept coming up was the opportunity presented by the new "bike friendly" mayor and council in Courtenay. How can CVCCo best take advantage at this political level in a way that lines up with our priorities? (one possible path is via the ITRSC). Shelley Ashfield, the Comox Municipal Engineer also expressed a real string commitment to formalizing standards during a recent meeting.
 - An example from Brian: could we advocate (perhaps in cahoots with a councillor or 2) that all future transport infra budgets must include an XX% allocation to support active transportation design standards. Gregg noted a Kelowna bylaw cited in the Active Transport section of the CVRD Road Network Plan: *"The City of Kelowna's 'Bike Rack Program' offers a subsidy of up to 50% of the cost to purchase and install bike racks at eligible businesses."*

5. **Upcoming Events**

- We discussed whether upcoming CVCCo events should best be logged in a calendar on the coalition website, or included in the minutes. Brian noted that in the past there was a calendar, but it was not used. This could be updated in the minutes each month, but we would need a master list, and perhaps would have a cap on how far into the future the minutes list stretches - say, 3 months?

NEXT MEETING: Thursday May 23, 2019, Genoa Room, 7pm

Further 2019 meetings: June 27, August 22, September 26, October 24, November 28

APPENDIX 1 - Apr2019 BdRpt Finance

Comox Valley Cycling Coalition Financial Report
Report completed by: Julia Painchaud, Treasurer on April 23, 2019

Jan 1, 2019 balance	Plus Income	Minus Expenses	Current balance
\$9,718.44	\$3,790.23	\$2,353.11	\$11,155.56

INCOME	Membership	Interest	Bike Lockup	Education / Sales	Video + Mapping projects	Grant Income	Other	Totals
Since last meeting	80.00	\$0.08		\$170.00		\$2,800.00		\$3,050.08
Since January 1/19	\$820.00	\$0.23		\$170.00		\$2,800.00		\$3,790.23

EXPENSES	BCCC membership / insurance + Society fees	Office / Meeting / Website	Bike lock ups	Bike Rodeos, education + trailer costs	Grant Expenses	Other	Totals
Since last meeting	\$40.00	\$184.00		\$778.29			\$1,002.29
Since January 1/19	\$40.00	\$560.48		\$1,752.63			\$2,353.11

Donations from Paul Bally Memorial Ride in 2017: \$1620.00; \$315.00 of this money used for 4 coalition members to take Bike Instructors course in Victoria March 24 + 25, 2018. Remaining balance = \$1305.00

Remaining balance from Go By Bike program: \$196.01 balance



Amount transferred from PayPal to date for membership fees to date:

APPENDIX 2 - Apr2019 BdRpt Membership

CVCCo Membership Report—April 25, 2019

As of April 25 there are 142 members including 3 corporate. ...

Appendix 3 - Apr2019 BdRpt SocietiesAct CVCCo Directors

 CERTIFIED COPY Of a document filed with the Province of British Columbia Registrar of Companies  CAROL PREST	STATEMENT OF DIRECTORS AND REGISTERED OFFICE BC Society - Societies Act	
	NAME OF SOCIETY: COMOX VALLEY CYCLING COALITION	
	Incorporation Number:	S0054914
	Business Number:	81033 1496 BC0001
	Filed Date and Time:	March 3, 2019 11:20 AM Pacific Time
REGISTERED OFFICE ADDRESS INFORMATION		
Delivery Address: 2523 GIBSON RD COURTENAY BC V9J 1L5		Mailing Address: 2523 GIBSON RD COURTENAY BC V9J 1L5
DIRECTOR INFORMATION		
Last Name, First Name Middle Name: ALLEN, STEVE		
Delivery Address: 4430 FORBIDDEN PLATEAU RD COURTENAY BC V9J 1R2		
Last Name, First Name Middle Name: BOURQUE, TERRY A.		
Delivery Address: 1963A NORT PL COURTENAY BC V9N 8Y5		
Last Name, First Name Middle Name: BOWMAN, CHRIS J.		
Delivery Address: 1305 GLEN URQUHART DR COURTENAY BC V9N 3Y3		
Last Name, First Name Middle Name: HARRIS, MARGARET A.		
Delivery Address: 390 - 3399 CROWN ISLE DRIVE COURTENAY BC V9N 9X7		
BC REGISTRIES AND ONLINE SERVICES		
Incorporation Number S0054914 www.gov.bc.ca/Societies Page 1 of 2		



STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

Last Name, First Name Middle Name:

HOLMES, ANGELA

Delivery Address:

1016 5TH ST
COURTENAY BC V9N 1L4

Last Name, First Name Middle Name:

LOUKRAS, JUDITH

Delivery Address:

6016 ALDERGROVE DR
COURTENAY BC V9J 1W3

Last Name, First Name Middle Name:

PAINCHAUD, JULIA

Delivery Address:

2428 AVRO ARROW DR
COMOX BC V9M 0A9

Last Name, First Name Middle Name:

SCHONEBERG, BRIAN

Delivery Address:

2859 ELDERBERRY CRES
COURTENAY BC V9N 9W7

Last Name, First Name Middle Name:

STRONG, GREGG

Delivery Address:

2099A MISSION RD
COURTENAY BC V9N 8Y7

Last Name, First Name Middle Name:

VEA, LAWRENCE

Delivery Address:

13 - 737 ROYAL PL
COURTENAY BC V9N 3R4

Appendix 4 - Apr2019 BdRpt Past President

Past President's Report for April 25th Board Meeting: ¶

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1. → Elder College Ride Right course April 6th, 2019. ... Course organized and taught by Rick Howell and Nancy and Dylan Gothard. ... Held at NIC. ... 11 participants (4 dropped out the day before likely due to weather forecast). ... Good participation and positive feedback. ... Weather limited road ride as the wind was strong and gusty and safety was a concern. ... We have been approached to teach the course for Elder College again in the Fall — at the beginning of October — and have accepted the invitation. ¶

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2. → Adult Ride Right course for CCCTS members booked for June 15 10:00 — 2:30 at the Filberg Centre. ... 11 individuals have signed up to date. ... Facility is booked. ... Instructors to be determined from within our trained group and new instructors will observe and sweep for the road ride. ... 3 new instructors will be taking the Instructor course in Victoria May 5/6 — sponsored by CVCCo. ¶

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3. → Pre-Bike to Work Week 'workshop': ... Regan (Regional District Active Comox Valley Coordinator) is organizing a community activity during the week prior to Bike to Work Week to promote the event and provide some cycling information and education. ... She requested our input, assistance and presence. ... From our conversation I understand that the activity will most likely be at Simms Park on May 22 between 4:30 — 6:30. ... Some CVCCo volunteers, safe cycling booklets and info, maps, etc. would be good! ... One or two of the bike shops are expected to have mechanics on hand. ... Food/drinks/balloons and ?? ... Would be very good PR for us. ... Awaiting final details. ¶

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4. → Ecole Coeur de l'Isle requested our involvement in a week long activity for all grades. ... I responded to indicate that we offer Bike Rodeos for grades 4 and 5 and would be interested in offering that but would not be able to offer a full day activity for all grades. ... I have not been able to directly talk with the teacher who made the request as yet, but will continue to try. ¶

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Appendix 5 - Apr2019 BdRpt Education

Education Committee Report
Apr 24 , 2019
Submitted by Chris Bowman

Children's Education:

Bike Rodeos booked for

Queneesh Thurs, Apr 25, 2019

Aspen. Thurs, May 2, 2019

Brooklyn Tues, May 7, 2019

These sessions are following iRide programs at these schools.

HUB Cycling (Vancouver) envisions a future where cycling education is accessible to all children and youth in British Columbia. They are currently advocating for funding from the Province of BC to support the delivery of systemic cycling education in schools through the Everyone Rides Grade 4-5 Initiative.

They are conducting a survey to better understand the scope of school cycling and school travel initiatives currently taking place across the province to better inform coordinating their cycling education and promotion efforts. Survey completed.

Adult Education

Elder College Adult Course -completed April 6th. Another is being requested.

Adult Ride Right Course- CCCTS June 15

See also past president's report for April

Adult Instructors Course

We have now have 3 trainers being trained by taking the instructors course in Victoria (on May 4,5)

Education Committee meeting met several times since the March board meeting

A working draft of the CVCCo Rodeo Volunteer Manual has been completed and used by Brenda at a volunteer orientation.

Revisions to this volunteer manual and one for a Rodeo Coordinator are ongoing.

Equipment

2 more new bikes and 18 new helmets have been received and stored away in the trailer using extra bins and hooks. Mirrors were purchased for use by volunteers helping with the Rodeo road ride.

Sold 4 of the old, small bikes \$50 each -30% commission, at Puntledge El School Bike Swap.