

# Comox Valley Cycling Coalition Monthly Board Meeting - MINUTES

At: Genoa Room, Comox Marina

Thursday, May 23, 2019, 7:00pm

## Board Members:

Lawrence Vea, Terry Bourque, Brian Schoneberg, Marg Harris, Judy Loukras, Gregg Strong, Steve Allen, Chris Bowman

Joined by Matt Low, guest (and potential new Board member).

## 1. Getting Started

- Motion Accept Minutes. Move by Terry, Seconded by Marg. Passed unanimously
- Matt is interested to become a CVCCo Board member. He gave brief intro to himself and his interest in cycling and advocacy.
- Additional agenda Items:
  - Bike to Work Week (Marg)
  - Use of Paul Bally funds (Chris)

## 2. Reports

- Board Reports (attached as Appendices at end of report). Material within reports will not be restated here, unless new issues/action arise.
  - 1 May2019 BdRpt Finance
  - 2 May2019 BdRpt Membership
  - 3 May2019 BdRpt Education
    - Bike Rodeo Coordinator - Draft Job Description
  - 4 May2019 BdRpt Infrastructure Update
  - 5 May2019 Bike to Work Week Plans (email from MargH)
  - 6 Transportation Summit - June 2019

## 3. New Business

- Paul Bally funds
  - Discussed fact that Paul Bally funds, earmarked for Education, had not been fully expended.
  - Paul Bally funds being used for Instructor course fee for 7 individuals through the Victoria Bike to Work Week Society, + expenses.
  - Support for Angela to attend Active Transport Summit can come from general revenue
  - **Motion:** *funds to cover costs of helmets to be drawn from Paul Bally fund*
    - Moved by Brian. Seconded by Marg. **Passed** unanimously.
- Bike Rodeo Coordinator - Job Description
  - some discussions re workload manageability, administrative management, and need to rely on volunteers to help

- will check to see if criminal records check is needed for coordinator and instructors
- Lawrence, Chris & Marg to hash things out and circulate doc for online review & approval
- Monthly financial report is not really clear as to whether budget lines are already earmarked vs available for new purposes. It was agreed to address this by adding footnotes (which can be carried over each month, as appropriate).
- Grants
  - We should soon find out re CVRD grant (\$1,200 for bike racks).
  - \$2800 from Courtenay (January) for promotion of adult "Ride Right" courses. Should try to expend this by December
  - We now have access to \$500 funds from CCCTS to support courses
- Corporate Membership
  - corporate members upped from 2 to 5
  - Board agrees we should not have CVCCo used as a platform to promote sales by Corporate members. However, we are OK to share news about Corporate organized / supported events. Discerning this distinction may take a while to work out in practice
  - Re collection of \$25 membership fee from bike shops. Steve to look into whether shops which have not paid are still giving 10% discounts to Coalition members. Perhaps it is more important to have the discount as a service to members, than to get the annual fee?
  - If shops are neither paying annual fee, nor providing member discounts, we should remove them from Coalition website
- Newsletter
  - Terry is focusing the next newsletter around women and cycling
- Ride Right course
  - 10 confirmed participants signed up. May be able to accommodate more participants - Marg to let Lawrence know.
  - Nancy & Dylan Gothard confirmed as instructors for CCCTS course on June 15. New instructors will attend and shadow.
- Bike to Work Week
  - Marg has been liaising with Regan Jamieson (Active Comox Valley) who is coordinating this event. Pre-Bike to Work Week yesterday not well attended although lots of cyclists passing by
  - Next Wed, Regan Jamieson will be setting up a BTWW celebration station at Simms Park. CVCCo & The Goat will have a presence. The RCMP are unable to attend as it is not part of their mandate
  - Board members (and CVCCo members) should register for 'Go by Bike Week', and remember to log rides (<https://www.biketowork.ca/comox-valley>)
- Private School Rodeo Request
  - came from keen teacher at Gaglardi Academy via email contact off Coalition website
  - public school rodeos use funds from grant, so we should seek cost recovery if we do a private school rodeo
  - Chris thinks we may be able to fit in half day rodeo. Lawrence to contact teacher
- Infrastructure Committee (April 29)
  - Angela reported that nothing is being planned for Dyke Rd at this time.
  - MOTI has plans to do 6 kms per year of 'shoulders'
- Comox Transportation Plan

- Does CVCCo want to offer advisory services they review their Plan. YES.
  - ACTION: Angela H to email Shelly Ashfield re the possibility of CVCCo having input into review of their transportation plan
- Coalition Survey (companion to cyclist counts)
  - Survey Monkey's free version has a limit of 100 respondents (we would want more). And their paid version requires taking an annual subscription of >\$30/mth (so~\$400)
  - Gregg noted we have been able to get a copy of the underlying data from the 2018 BCCC online survey that was part of their Mid-Island Cycling Feasibility Study. There is major overlap between Comox Valley cyclists (and CVCCo members) and the BCCC survey respondents
  - We discussed adding some additional info boxes onto cyclist count tally instruments, which could gather useful info outside a formal survey
  - We have agreed to put the survey on hold a few months, and raise the question again in August as to whether we want to implement a survey along with Round 2 of the cyclist counts
- Cyclist Counts
  - June 13 is the day. We have only 27 volunteers (big constraint). Board members will follow up again with CCCTS members, and Terry to share Evergreen email contact with Gregg, so he can follow-up
  - Lawrence & Gregg to prioritize 10 locations for counting stations (from current 15). We also agreed that we will limit counting to 2 shifts per day (11 to 3, & 3 to 7), eliminating the 7 to 11 shift. The thought is that we should be able to catch any commuters later in the day on their way home.
  - We will ask if any volunteers would be comfortable to manage a station solo in order to stretch our coverage. We will also need "mobile support help". Terry to help out in the later afternoon/evening shift. Gregg to take on mid-day shift.
  - Gregg to follow-up with Thrifty to see if they can provide drinks and snacks for counting station volunteers. Once we finalize locations, Gregg to inform jurisdictions
- Canada Day Parade
  - Terry seeking more volunteers. Things (like needing a pacer & fire extinguisher) proceeding apace
- Project 529
  - CVCCo will encouraging people to sign on, but not take proactive action at this time
- Matt Low - New Board Member
  - **Motion:** *Invite Matt Low as new Board member*
  - Moved by Lawrence. Seconded by Chris. **Passed** unanimously.
  - ACTIONS: 1) Inform Matt. 2) Confirm there is no Coalition bylaw that would restrict a new Board member assuming office during the year. 3) Update names on BC Societies Act Registration doc

#### 4. **Round Table**

- The CVCCo President reminded Board members that all reports for upcoming Board meeting should be submitted to the President by Wednesday (at the latest!)
- Brian attended EV show on May 18 to provide bike lock-up/parking. 143 bikes!

- The Visitor Centre has requested more Z-Maps. The Coalition would like the CV Economic Development Society to meet to follow up on the recommendation that the map reprints and upgrades be taken over by CVEDS before we provide more maps from our diminishing supply.
- Lawrence & Gregg have 29 May schedule with Ryan O'Grady and co from Courtenay.
- We (again) discussed ebikes. Can we add eBike specific content to adult instruction courses?

## 5. **Upcoming Events**

- This summer the Board will plan (like last year) to have a June and an August meeting. No July meeting planned.

**NEXT MEETING: Thursday June 27 2019, Genoa Room, 7pm**

**Further 2019 meetings: 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 May 21, 2019

Jan 1, 2019 balance	Plus Income	Minus Expenses	Current balance
\$9,718.44	\$6,325.32	\$3,457.17	\$12,586.59

INCOME	Membership	Interest	Bike Lockup	Education / Sales	Video + Mapping projects	Grant In Aid (1) (Courtenay)	Grant SD 71 (2)	Totals
Since last meeting	\$35.00	\$0.09					\$2,500.00	\$2,535.09
Since January 1/19	\$855.00	\$0.32		\$170.00		\$2,800.00	\$2,500.00	\$6,325.32

EXPENSES	BCCC membership / insurance + Society fees	Office / Meeting / Website	Bike lock ups	Bike Rodeos, education + trailer costs	Grant 1 Expenses	Grant # 2 Expenses	Totals
Since last meeting		\$84.00		\$1,020.06			\$1,104.06
Since January 1/19	\$40.00	\$644.48		\$2,772.69			\$3,457.17

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 – May 24, 2019

As of May 24 there are 148 members including 5 corporate.

## **Appendix 3 - May2019 BdRpt Education**

### **Bike Rodeo Coordinator - Draft Job Description - p1 of 3**

#### **Comox Valley Cycling Coalition**

#### **Bike Rodeo Coordinator**

#### **Job Description**

#### **Draft May 22, 2019**

- To coordinate, facilitate and evaluate bicycle safety education in the elementary schools SD71 utilizing the Bike Rodeo format and Lesson Plans established by the Comox Valley Cycling Coalition (CVCCo)
- To coordinate the dates of the Rodeos for Grade 4 & 5 students with the Schools in the District (6-7 schools each school year and schools being scheduled every 2 school years).
- To liase with iRide program to coordinate schedule so that rodeos, ideally, follow iRide.
- To liase with the involved teaching staff to ensure they understand the Rodeo schedule and their responsibilities.
- To arrange for the equipment and volunteers to be at each Rodeo at an appropriate time.
- To organize equipment and ensure it is all in good working order.
- To work with the Education Committee to ensure Volunteer Manual and Coordinator Manual are up to date
- To recruit volunteers for the Bike Rodeos
- To provide instruction for volunteers.
- To arrange lunch for the volunteers at the Rodeos.
- To follow up each Rodeo with a “thank you” to each Volunteer.
- To keep records of dates, numbers of students & number of volunteers
- To present to School Board Trustees re: our work to date, numbers success etc plus our needs, expectations, from the schools – Admin asst. for Board: [debra.page@sd71.bc.ca](mailto:debra.page@sd71.bc.ca)
- To liase with the CVCCO Board via the Education Committee.

#### **Skills:**

Ability to communicate effectively verbally and in writing with CVCCo Board, SD71 Administration, Administrators and teachers at the schools, as well as Gr. 4 & 5 students.

Administrative, computer, organizational, time management, record keeping and financial record keeping skills

Work flexible hours

Work independently

Knowledge, experience and love of cycling.

Bike skills training required.

## Bike Rodeo Coordinator - Draft Job Description - p2 of 3

The following is from information from Brenda & Angela some of which I have placed in the above description.

.....

Job Description for Education Coordinator for Comox Valley Cycling Coalition  
November 30, 2018

### Duties and Responsibilities:

Coordinate, facilitate and evaluate bicycle safety education in the elementary schools in school district 71 utilizing the Bike Rodeo format and lesson plans established by the Comox Valley Cycling Coalition CVCCo

Liaise with the Cycling BC's iRide coordinator to work with a schedule so that all grades 4 and 5 students will be reached in a 2 year period. 6 to 7 schools per year.

Work with the School principals and staff to provide safe, effective and supported education sessions

Recruit, orient and assign volunteers for the Bike Rodeos.

Keep statistics and records of numbers, dates, volunteer hours, and financial records and report monthly to CVCCo executive.

*Promote and organize and facilitate adult Safe Cycling courses utilizing the established trainers and materials.*

### Skills:

Ability to communicate effectively verbally and in writing with seniors, managers and children.

Administrative, computer, organizational, time management, record keeping and financial record keeping skills

Work flexible hours

Work independently

Knowledge, experience and love of cycling.

Bike skills training required.

## Bike Rodeo Coordinator - Draft Job Description - p3 of 3

February 2019

IDEAS

Education Coordinator Position: - Obtain Funding for position  
Recruit and hire

For Children's programs

Liaise with:

- iRide program to coordinate schedule so that rodeos follow iRide
- Elementary schools – to reach all grades 4 and 5 students
- To keep records of dates, numbers, volunteers
- To recruit and work with Volunteers
- Maintain Volunteer training manuals
- Provide instruction and orientation for volunteers
- 

*For adults*

*To market, advertise and promote "Ride right" 4 hour adult*

*courses*

*To deliver or assist with delivery of these courses*

*To recruit volunteers from these course to assist with children's*

*rodeos*

*Etc etc –*

Plans:

Get more adult instructors trained through Bike to Work Society, Victoria  
Courtenay Nielson 250-920-5775 marketing skills and ideas needed -  
Promote to CVCCo members, CCCTS members, Bella Bicycletta leaders  
and members, PAC, Cycling clubs, Retired teachers assn. past members

Present to School Board Trustees re: our work to date, numbers success etc  
plus our needs, expectations, from the schools – Admin asst. for Board:  
debra.page@sd71.b.ca

Present to Director of Elementary Instruction – Geoff Manning

Present to PAC

Promote what we do/have done: eg monthly newsletters to  
RCMP – Monika Terragni, 250334-5918 Donna Collins "Bike Stuff",  
community liaison - garage 529 - Andrew "Bike cop"  
School Principals, School Board, Ian Hesselgrave, Bike shops,

Potential adult course participants/volunteers:

Probus clubs, Newcomers, Bike groups, Eldercollege, Coastal Credit union  
staff and members –

Cycling tips in the paper/facebook monthly – with date of next course

## Appendix 4 - May2019 BdRpt Infrastructure Update

Agenda Item: Infrastructure Advisory

IRTSC met on: April 29th, 2019

New member of the public also CVCCo member: Georgina Price

- Dyke Road multi model path project will not go any further at this time. CVRD's approach with Komoks First Nation is trying to understand how to work with KFN on about 25 projects that need KFN participation. KFN does not have the staff to handle all the requests and their process involves their community members. So CVRD is trying to learn about KFN communications and protocols to work effectively together. As far as the Dyke Road multi model path goes, requested to hold off.

- Heard from all local government staff and MOTI about their organization's role in providing transportation services. Presentations can be found at this link:  
<http://agendaminutes.comoxvalleyrd.ca/cvrdboardmeetings/default.aspx?MeetingID=2835&PrinterVersion=0&DocumentTypeID=2&AgendaDeadline=4/25/2019%2010%3A20%3A45%20AM>

From these presentations the stuff that relates to CVCCo is here:

CVRD- Mike Z. Active transportation projects are pursued through the CVRD parks service or through other sustainability work in the electoral area. But there is no formal CVRD service or function for this work in place.

Town of Comox - Shelly Ashfield. Current projects: Noel Ave upgrade (Pritchard to Torrence) - will have dedicated bike lanes, Balmoral Ave and Torrence Road resurfacing, Lazo Greenway foreshore design, Dryden Road water main and multi use path design, Minor review of the 2011 Comox Transportation Plan, Updating subdivision bylaw and engineering standards. Bikeway network, OCP, Transportation Plan, Regional Transit plan - these all aim to reduce GHG, make lanes smaller and put people within 400 meters of a bus stop. Working 5 years out now, but have a 20 year direction.

MOTI - Alicia Traas, Comox Valley is in the South Coast Region, Vancouver Island District (Service Area 3 -All of North Vancouver Island), Moti is responsible for moving people and goods safely. They do this by Highway Operations- maintenance all contracted out (\$21 million / year) - these standards of highway operations have been in place since September 2018 and will be in place for 10 years. Development Approvals - subdivisions and highway permits, Project delivery, and Emergency response.

- they add 6 km a year in shoulders

- if low volume, low speed limit so the road does not warrant a shoulder

-when doing capital projects like moving drainage and ditches there is lots of consideration and opportunities to collaborate with complementary work.

City of Courtenay - Ryan, in final round of stakeholder meetings for a final transportation plan. Lots of collaboration with Alicia of MOTI. City's biggest challenge is lack of \$. If they were to do a 1% tax increase then that brings in \$200,000 but that does not go very far.

The select committee. has two missions when it was formed and is now looking at the second mission item:

The mission includes consideration of the concept of a single point of contact for transportation-related initiatives in the Comox Valley.

Next IRTSC meeting - June 6th, 2019

Next Steps:

CVCCo - Do we want to offer advisory services to Town of Comox if they are doing a review of their Transportation Plan?

## Appendix 5 - May2019 Email from MargH - Bike to Work Week Plans

Fwd: Bike to work week plans Inbox x



**Margaret Harris**

Tue, May 21, 12:15 PM (3 days ago)



to lawvea, Bowman, ehstevea, Terry, Judy, anjin12, Julia, me ▾

Hi all,

After our efforts to run/promote Go by bike in the fall I contacted Regan Jamieson with Active Comox Valley to ask about plans for the spring and fall events in 2019. She told me that she would be taking on both events with the approval she had received from the Regional District. Since then I have given her ideas about some of her plans and suggested that the Coalition would be willing to provide some volunteer assistance if she let us know what might be helpful.

The details coming from her have been sketchy at best and I have had to ask at every step. I now see that the Bike to Work week Comox Valley has us listed as "co-sponsoring" a pre-bike to Work week drop in event at Simms Park tomorrow between 4-6 p.m. Although we had discussed this event I had not received details or confirmation until today!

I am planning to go and will take materials with me and be prepared to chat with cyclists who drop by. Anybody else willing to join me and available at that time?

There is also a celebration station planned for the following Wednesday at the same time/same place.

Are my prickles showing??

Cheers

Marg

Sent from my iPad

Begin forwarded message:

## Appendix 6 - Transportation Summit - June 2019

Agenda Item: Infrastructure Advocacy:

Thank you for the opportunity to go! Super excited.

Workshops I will be attending:

<https://www.atsummit.ca/program>

BC New Active Transportation Strategy  
Breaking Barriers to Active Transportation  
School Travel Planning and new directions  
Climate Strategies for Cities and Active Transportation

Questions to the Board: (If we don't get to this line item tonight no problem, I can circulate an email out after meeting):

I am interested from the CVCCo board, what are the expectations of information I bring back?

Would you like me to go to other workshops?

Any requests of information or contacts I can seek out while there?

Example problems we are having and would like support with - funding? data?

How would you like me to report back? FB page, newsletter, to the board, AGM presentation

Receipts to Julie?