

Comox Valley Cycling Coalition

Monthly Board Meeting - MINUTES

Comox Marina

Thursday, August 22, 2019, 7:00pm

Attending Board Members:

Lawrence Vea, Marg Harris, Gregg Strong, Angela Holmes, Julia Painchaud

1. Getting Started

- **Motion:** Accept June Minutes.
 - Moved by Angela, Seconded by Marg. **Passed** unanimously
- Additional Agenda Items
 - Request by Courtenay Engineering for Coalition to meet in order to review plans for new Fitzgerald & Hobson bike lanes (time sensitive).
- Reimbursement of various outstanding expenses, by Julia.

2. Reports

- Board Reports (attached as Appendices at end of report).
 1. August 2019 BdRpt Financial (& Grants Update)
 2. August 2019 BdRpt Membership
 3. August 2019 BdRpt - Newsletter Update
 4. August 2019 BdRpt - Bike Racks

3. New Business

- Financial matters
 - Julia noted that the August report (Appendix 1) does not include ~\$600+ costs for Facebook ads.
 - Current Coalition balance is looking good, although a significant portion is the grants component.
 - Paul Bally finds will be discussed again when Chris returns.
 - Marg & Julia: need to get signing authorities updated.
- Membership
 - Deferred discussion re Coalition guidelines for Corporate members until Steve is back to participate.
 - If we are considering a change that would require Corporate members to agree to sign something to the effect that they will honour the 10% discount (accessories & parts) for members, this needs to be discussed with them in advance (by Steve?) to ensure they are OK with this.
- Newsletter
 - Terry planning next edition for September, partly related to the recent cycling counts
- Bike Rodeos
 - No luck yet re new Rodeo Coordinator. **ACTION - Angela to share posting with Monique Robinson (fingers crossed).** Lawrence suggested looking to parents at rodeos for possible candidates.

- Brenda Olinek is back and willing to help out in fall. Rick will not be available.
- CVCCo vests
 - Adult vests do not fit everyone, and some are getting pretty tatty. Maybe try to move some of these old vests out - those still in packaging might be used as event door prizes
 - **ACTION - Marg to push ahead with purchase of 20-25 new adjustable adult vests**
- Update from Angela - IRTSC meeting & more on the Active Transportation Summit
 - Angela presented on Active Transportation Summit at July 23 IRTSC meeting
 - Attendance at Summit had been 285, with 18 of 162 municipalities attending, 5 from Vancouver Island. 11 Active Transportation planners. From CVRD - Mark Harrison (Parks & Rec).
 - Angela also presented to town of Comox on Summit. Some interest expressed in Surrey's 'Vision Zero' approach to lower pedestrian and cyclist injuries and fatalities.
- Downtown River Crossing & 5th Street Bridge Non-Vehicle Counts
 - Gregg has shared draft report with working group, and incorporated feedback
 - **ACTION - Lawrence to send out report in initial release to Board, Courtenay engineering, City Council & several others involved in planning. Gregg to send out to volunteers involved in bridge counts.**
 - Reports (5th Street Bridge & June cyclist counts) to be linked off coalition website.
 - **ACTION - Lawrence to email wider Coalition membership with link to count reports a few days after initial limited release of 5th Street Bridge report. Brian to set up link off website**
 - Lawrence & Gregg met with Jenny Deters, head of Downtown Business Association. They have expressed a commitment to support a new 6th Street active transportation bridge project. They want this rather than a widening of the 5th Street Bridge sidewalks, largely (it seems) as they fear the business impact of more protracted bridge lane closures. An estimate is that the cantilevers would add an additional 2 months to lane closures. As both the Coalition and the Business Association support a downtown active transportation crossing, Jenny Deters wondered whether the 2 groups should be supporting each other during presentations to Council.
 - The 6th Street Bridge option does not yet have an update from staff on the project. There are unverified budget estimates, most of which do not include ensuring the approaches are properly put in place.
 - Gregg is scheduled to present to Courtenay Council on October 7. Lawrence is exploring whether this date can be moved up, to ensure we have a chance to speak before decisions get made. The focus of the presentation will be on counts and crossings. It is likely CVCCo will be asked its position with regard to the 5th Street Bridge cantilever option vs the new 6th Street Bridge option. This was discussed, and the following CVCCo position was agreed upon should we be asked to weigh in:
 - *The Coalition believes that implementing both options is the best solution. However, if the 6th Street Bridge option cannot be fully guaranteed at this time, the Coalition supports pushing ahead with the 5th Street Bridge cantilever option. If the 6th Street Bridge option can be fully guaranteed to push ahead at this time, the Coalition is open to reviewing the proposed design for 6th Street Bridge (and approaches) as an alternative to the 5th Street Bridge cantilever option.*
 - **ACTION - Lawrence to contact Richard Campbell of BCCC to see if they can refer us to info on safe sidewalk designs used in other areas. Angela to contact Doug DeMarzo re similar info related to trails of same width.** Gregg is seeking such info for Council presentation, as there are some voices saying that widening 5th Street Bridge sidewalks would only result in cyclists speeding up, and thus being more dangerous
 - Angela recently talked with Courtenay about how to plan for alternate route information to be made available in the event of bridge closures/disruptions

- Given the recent work to gather 5th Street Bridge counts, we are cancelling previous plans to do a round of cyclists counts in September (follow-up to June counts).
- **ACTION - Gregg to email CVCCo members who had volunteered to help out with September counts, letting them know this will not be pushing ahead - and pointing them at the Farm Cycle Tour if they are willing to help.**
- Farm Cycle Tour (September 22)
 - Received maps from Tanya. **ACTION - Chris & Lawrence will try to put routes together.**
 - Jim Belair & Angela Dawson will help with route signs (done in groups of 2, with \$50 gas allowance).
- Canada Day Parade
 - It went real well this year, though the parade itself struck a number of folks as hurried. The synchro team enjoyed themselves and feedback was received to the effect that they were a parade highpoint (kudos!)
- Route signs & Managing Inventory
 - Further discussion delayed until September
- Bike racks
 - Coalition has been talking about purchase of additional bike racks. Currently waiting until Brian is back for further discussion. At recent events such as Filberg (672 bikes), a “ton” of ebikes were noted, which can not fit into our current racks. We should ensure any future rack purchases, as well as our plans for the set up of racks in an area, are conducive to also managing ebikes.
 - Filberg brought in \$800 (some \$ from vests and memberships). Bike lock-up at music festival brought in \$308.
 - Brought forward from June minutes: **ACTION**: Marg & Lawrence to draft proposal for guidelines governing how we manage who and how we support with racks. Proposal to be shared for online feedback.
- Z-maps updating & printing
 - Almost all remaining z-maps have been left with Visitor Centre (who says they are real popular). When these run out, that will be it.
 - Little response re discussions on maintaining and updating Maps. **ACTION - Marg to contact again.**
 - Gregg noted new Courtenay Master Transportation Plan includes a focus on both cycling and pedestrian maps. This may offer an alternate longer term option for sustaining maps. This quote is taken from Section 6.2.4 Cycling Support Programs: *“Bicycle Network Maps - Bike maps enable users to identify designated cycling routes that match their cycling ability and comfort level. The City could build on the regional base map to develop updated maps as new infrastructure is delivered. Digital and hard-copy bike maps should identify bicycle facility types and include important local destinations and amenities.”*
- Go by Bike Week: October 21 - November 3
 - Marg noted request from Regan of Regional Active Comox Valley, who did Bike to Work Week. They get some funds from Go by Bike BC.
 - CVCCo could do course on cycling into fall and winter
 - No further action for now

4. **Round Table**

- Lawrence will be doing presentation to Rotary (very active in community on what the coalition does (date?). **ACTION** - Marg to see if she can find old presentation, which may save Lawrence some prep time
- Gregg spoke about whether it makes sense to link with other cycling or community groups when seeking to have advocacy impact through a larger common voice. Perhaps something to be explored in future would be to ID liaison contacts in different groups in case common interest issues arise.
- Lisa Butler of Courtenay Engineering has invited CVCCo participation as they firm up plans for Hobson & Fitzgerald corridors. Need to confirm schedule for early next week.
- Lawrence noted invite to speak on sweeping improvements on old and new Highway shoulder sweeping, with John Deroux of the Eagle radio station. **ACTION** - Lawrence to get back to him.

5. Upcoming Events

- Meeting on Monday night at Chris's re rodeo - Marg & Lawrence. (hope Monique might join!)
- Adult Ride Right Course – September 14
- Farm Cycle Tour Sept. 22
- Ride Right Course Sep22 - *(Nancy & Christine teaching, with Andrea & Jan as sweeps)*
- Arden Elementary Bike Rodeo Oct. 3
- Bike Right Oct. 5 Elder College - Rick
- Cumberland Elementary Bike Rodeo Oct. 10.
- Puntledge Bike Rodeo Oct 16 & 17 -

NEXT MEETING: Thursday August 22, 2019 (Venue tbd)

Further 2019 meetings: September 26, October 24, November 28

APPENDIX 1 - August 2019 Financial Report & Grants Update

Comox Valley Cycling Coalition Financial Report Report completed by: Julia Painchaud, Treasurer on Aug 19, 2019

Jan 1, 2019 balance	Plus Income	Minus Expenses	Current balance
\$9,718.44	\$11,102.09	\$5,930.85	\$14,889.68

INCOME	Membership	Interest	Bike Lockup	Education / Sales	Video + Mapping projects	Donation from CCCTS + CVRD Grant	Grant from City of Courtenay and SD	Totals
Since last meeting	\$250.00	\$0.22	\$993.40	\$293.05		\$2,700.00		\$4,236.67
Since January 1/19	\$1,645.00	\$0.64	\$993.40	\$463.05		\$2,700.00	\$5,300.00	\$11,102.09

EXPENSES	BCCC membership / insurance + Society fees	Office / Meeting / Website	Bike lock ups	Bike Rodeos, education + trailer costs	Grant in Aid Expenses	Other Grant Expenses	Totals
Since last meeting	\$816.70	\$95.17		\$744.21	\$100.80		\$1,756.88
Since January 1/19	\$856.70	\$924.93		\$4,048.42	\$100.80		\$5,930.85

Donations from 2017 Paul Bally Memorial Ride: \$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 March / April 2019 = \$462.50 for helmets and May 2019 = \$307.67 (for 3 members (75.00 per person) to take Adult cycling course in Victoria + gas expenses (\$82.67). Remaining balance = \$534.83

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

Amount transferred from PayPal to date for membership fees to date: \$500.00

Jude Loukras

to steve, Brian, Lawrence, Margaret, me, Terry, Angela, Chris, Matt, Julia ▾

Thu, Aug 22, 11:58 AM (1 day ago) ☆ ↩

We have spent about \$800 of the \$2800 from the Courtenay grant on ride right promotion, we will likely spend about the same amount for the next ride right course.

City of Courtenay has put grants on hold so there will be no grant opportunity this month for the coming year. They will be making a decision in November re continuing with the grants. We will have funds remaining that we can plan to use for courses next year.

Sue V produced a great little video for promotion from the July course. It will be used in a social media promotion.

We have received the funds from CVRD for the bike racks so we can move ahead there.

Jude

APPENDIX 2 - August 2019 BdRpt Membership
from Steve Allen

CVCCo Membership Report – August 19, 2019

As of August 19 there are 164 members including 4 corporate.

Appendix 3 - August 2019 - Newsletter Update

Terry Bourque

to Lawrence, Margaret, Chris, Judy, Steve, Julia, me, Angela, Matt ▾

Mon, Aug 19, 4:02 PM (4 days ago) ☆ ↶ ⋮

Hi Lawrence,

I am unable to come on Thursday. There is no report other than there was no newsletter for August. I am hoping to do one for September on the two counts that we did over the summer. If anyone has other information that they would like included please let me know.

Cheers Terry

Appendix 4: August 2019 - Bike Racks

Comox Valley Cycling Coalition Bike Racks

Guidelines: (Draft)

- Charity events should be “free’ (no donations)
- Secured bike lockups should be by donation
- Other events with unsecured racks should be \$150 (though Seafood Festival has paid us \$300 in 2019).

2019

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|-------------------------------------------------------------------|-------|
| • Community Bike Swap, Puntledge April 14 | \$0 |
| • Snow to Surf April 28 | \$ |
| • EV Show, Sports Centre, Saturday May 18 | \$0 * |
| • Seafood Festival, Filberg Lodge Saturday/Sunday June 15/16 | \$300 |
| • CVRDCVRD Water Services, 299 Puntledge, Wednesday June 26 | \$0 |
| • Musicfest, Exhibition Grounds , Friday July 12 – Sunday July 14 | \$ |
| • Courtenay Market Day, Saturday July 20 | \$ |
| • Filberg Festival, Filberg Lodge Friday August 2-Monday August 5 | \$ |
| • YANA Ride Marina Park, Sunday August 16 | \$0 |
| • Petite Fondo, Royal Lepage , Comox Rd, Sunday September 8 | \$0 |
| • Farm Cycle Tour, Fairgrounds, Sunday September 22 | \$) |

Re: Filberg Report Inbox x

steve allen

to Brian, Lawrence, Judy, Margaret, me, Terry, Angela, Chris, Matt, Julia ▾

Brian's report has reminded me to relate that we took in \$308 at Music Fest for use of the bike racks. This was deposited and labeled as such.
Steve

On Wed., Aug. 21, 2019, 3:58 p.m. Brian Schoneberg, <anjin12@gmail.com> wrote:

L,

For the meeting on Thu.

Also, Bike Racks used for YANA.

Next event is Petite Fondo and Cycle Farm Tour.

b

