

Comox Valley Cycling Coalition

Monthly Board Meeting - MINUTES

Comox Marina

Thursday, September 26, 2019, 7:00pm

Attending Board Members:

Lawrence Veal, Terry Bourque, Steve Allen, Brian Schoneberg, Jude Loukras, Gregg Strong, Julia Painchaud

1. Getting Started

- **MOTION:** Accept August Minutes.
 - Moved by Steve. Seconded by Terry. **PASSED** - unanimously

2. Reports

- Board Reports (attached as Appendices at end of report):
 1. September 2019 BdRpt Financial (& Grants Update)
 2. September 2019 BdRpt Membership
 3. September 2019 BdRpt - September 2019 Update on Bike Racks Activity (Lawrence Veal)
 4. September 2019 - letter from Nancy Gothard re possible funding

3. New Business

- Financial matters
 - Julia has added a new reporting sheet to track grants (see Appendix 1)
- Membership
 - **MOTION: As of October 1 2019, new corporate bike shop members will not be required to pay an annual membership fee, if they commit to providing 10% discount for parts and supplies (not new bikes).** Moved by Steve. Seconded by Terry. **PASSED** - unanimously.
 - Steve will visit bike shops to ensure they are aware of and willing to commit to this.
 - We welcomed Courtenay Airport (YQQ) as a new corporate member. As they are not a bike shop, they will not be providing an ongoing discount benefit to members. However, they have spent money on establishing the bike repair station.
 - We may in future need to revisit the question of whether non-bike shop Corporate members who do not provide member discounts should have no annual membership fee.
- Newsletter
 - Terry plans to align the upcoming newsletter with trying to motivate CVCCo members to support Courtenay Council's agenda on the multi-modal transportation front. Such support could take the form of letters to the local media (perhaps with sample messages).
 - To complement Terry's efforts, and recognizing the importance of ongoing transportation planning in Courtenay, it was also agreed that the coalition should send out emails to our membership, and that we should highlight this push via Facebook postings.
 - **ACTION: someone on point for member email and Facebook posting?**
- Bike Rodeos
 - We have a new Rodeo Coordinator on board (yahoo!). Sally Freeman, who came to us via help from Brenda Olinek, is an avid cyclist with lots of experience, including a background in education. She will assist with upcoming rodeo in Cumberland then start to take things on.

- **ACTION: Terry to announce new coordinator in next newsletter.**
- **ACTION: Lawrence & Julia to consider status of funds disbursement & prepare a communication/report for School District 71** - the delay in hiring someone has led to a change in expected expenditure timelines
- Lawrence investigated whether we could convert the Bike Rodeo DVD to link off our website (DVD rights owned by ICBC). The answer is no. Apparently there is a new video in the works?
- Jeff Hoy, a Lake Trail teacher, would like to teach the bike rodeo to students. Getting others on board with the rodeos is excellent: however, some approach that can ensure sustained standards are maintained is required.
 - **ACTION: Marg & Jude to consider how to manage this and liaise with Jeff.**
- The RCMP plans to show up for short visits at the start of upcoming rodeos
- Inventory
 - Gregg has draft on managing our files (paper and electronic). Will submit for October meeting, with companion paper from Chris B re managing physical property (will be useful for Sally and rodeos to get some clarity on vests, including purchases Marg is spearheading).
 - Brian shared some ideas and options to manage our Drop Box electronic files. He noted that expanded capacity (3tb) on dropbox with access for 6 members would cost ~\$900/year.
- Upcoming AGM
 - **PROPOSED:** as CCCTS has AGM planned for Thursday February 27, it is proposed that the CVCCo AGM be on **THURSDAY MARCH 5.**
 - AGM content suggestions/options:
 - Sue Vince videos in the background
 - Some sort of presentation re bike rodeos
 - Something on Ride Right & problem intersections
 - Something on Courtenay Council's effort to get a new multi-modal transportation plan approved, and how Coalition members might help. Perhaps invite someone from City for short presentation (maybe Ryan O'Grady?)
 - Lawrence noted the need to also get some sort of adventurous cycling presentation (a la Rick & Julie) to help draw folks in.
- Infrastructure Advocacy
 - Gregg presented to Courtenay Council on a downtown river crossing on September 16, with a number of Board members in attendance.
 - A key Council decision to proceed with either a 5th Street and/or 6th Street multi-modal crossing decision has been deferred until city staff can share more information on the options.
 - Lawrence & Gregg met with City Engineering after the presentation. CVCCo will be consulted on design considerations (including approaches) for downtown river crossing solution
 - **ACTION: Gregg to set up meeting with Courtenay Public Works to discuss possible options to improve cycling signage on 5th Street bridge**
 - We discussed whether the Coalition needs to come up with a preferred position on which river crossing option to support. Some views:
 - We should support any improvements as they come forward, starting with 5th Street cantilevers. We should think big, and push for both crossing options.
 - 6th Street might be a better solution, in part as 5th Street bridge will still be around for some river crossers.
 - It was noted that the downtown business group is a potent lobbying force that is against the 5th Street cantilevers, mostly as it involves extending lane closures
 - It became clear we do not have a consensus among Board members - even on the question as to whether we need to take a position. We agreed to revisit this question once the staff reports on the 2 crossing options have been delivered.

- Bike racks

- Lawrence shared a list of bike rack usage in recent year (Appendix 3).
 - It was noted that we do not provide a “valet type service”. We will support the provision of a secure facility, providing host provides necessary fencing
 - Brian noted that for charities, we do not request donations but will accept them. He views the provision of bike racks as a good branding exercise that raises the public visibility of both cycling and the coalition
 - Continue with status quo seems to be the sentiment
- When Chris B returns, we will proceed to order new bike racks
- Farm Cycle Tour (September 22)
 - Attendance was down this year, likely due to unfavourable weather. The tour is popular with some cyclists, some of whom travel to join in.
 - Issues were noted with the extent of time commitment required of coalition personnel, as well as the unreliability of partner support from CVED.
 - Jude noted that feedback from some farmers suggested they do not like the tour: it takes a lot of work, and generates little in the way of sales (unsure how widespread this might be)
 - There was an evaluation of involved farmer and partners - let's see what this surfaces
 - **ACTION: Lawrence & co to assess CVCCo involvement, and decide whether we should continue to support tour, or whether a new Letter of Agreement with CVED is needed.**
 - Apparently, some local artisans are considering a similar type of cycling tour.
- Paul Bally Funds
 - \$534 remaining. These funds may be drawn upon for new adult vests.
- Nancy Gothard funding request (see Appendix 4)
 - **ACTION: Lawrence to respond saying we are not able to contribute**
- Go by Bike Week: October 21 - November 3
 - CVCCo is not doing this this year (Regan now on point). No further action needed.
- CVCCo Board
 - Lawrence introduced MIKE KEOHANE (not in attendance) for consideration to join the CVCCo Board. Mike is an avid cyclist with a background in community advocacy, and a past supporter of CVCCo bike counts (along with partner Joyce Slaney).
 - **Board endorsed decision to invite Mike to join the Coalition Board.**
 - Lawrence related that Chris B has indicated he plans to step down as coalition Vice President. It is hoped Chris will still continue to serve as a Board member.
 - There may be a need to identify a new VP

4. Round Table

- Lawrence updated the group on plans for the Coalition to present to the Rotary Club. Marg had volunteered.
 - **ACTION: need to pick a date for the presentation (Marg?)**
- Terry has graciously agreed to host a **THURSDAY DECEMBER 12** Xmas gathering (no formal Board meeting).
 - **ACTION: Board members to prepare potluck contributions.**

5. Upcoming Events

- 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 October 24, 2019 (Genoa Room, Comox Marina)

Further 2019 meetings: November 28

APPENDIX 1 - August 2019 Financial Report & Grants Update

Comox Valley Cycling Coalition Financial Report Report completed by: Julia Painchaud, Treasurer on Sept 24, 2019

Jan 1, 2019 balance	Plus Income	Minus Expenses	Current balance
\$9,718.44	\$14,231.70	\$7,212.97	\$16,737.17

INCOME	Membership	Interest	Bike Lockup	Education / Sales	Video + Mapping projects	Grant from SD 71	Total from previous Grants + CCCTS donation	Totals
Since last meeting		\$0.12	\$300.00	\$329.49		\$2,500.00		\$3,129.61
Since January 1/19	\$1,645.00	\$0.76	\$1293.40	\$792.54		\$2,500.00	\$8,000.00	\$14,231.70

EXPENSES	BCCC membership / insurance + Society fees	Office / Meeting / Website	Bike lock ups	Bike Rodeos, education + trailer costs	Other Expenses	Grant Expenses	Totals
Since last meeting		\$94.20		\$165.50	\$78.84	\$943.58	\$1,282.12
Since January 1/19	\$856.70	\$1,019.13		\$4,213.92	\$78.84	\$1,044.38	\$7,212.97

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

Description of Grant Funding / Donation Expenses

March 2019			May 2019			Aug 2019			Sept 2019		
Grant in Aid (Courtenay)			SD # 71			CVRD			SD # 71		
DATE	Description	Amount	DATE	Description	Amount	DATE	Description	Amount	DATE	Description	Amount
March 2019	Deposit	2800.00	May 2019	Deposit	2500.00	Aug 2019	Deposit	1200.00	Sept 2019	Deposit	2500.00
June	Room rental for RR courses x 2	100.80									
Sept	Facebook ads for RR course	613.80									
Sept	Facebook ads for RR course	329.78									
	Remaining Balance	1755.62		Balance			Balance			Balance	

APPENDIX 2 - August 2019 BdRpt Membership
from Steve Allen

CVCCo Membership Report – September 26, 2019

As of September 26 there are 175 members including 5 corporate. YQQ- Comox Valley Airport has taken a corporate membership. Mountain City or Beaufort Cycles have not renewed. We may need a separate corporate membership for non bike shops in the future.

Appendix 3 - September 2019 Update on Bike Racks Activity (Lawrence Vea)

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, <u>Puntledge</u> April 14 | \$0 |
| • Snow to Surf April 28 | \$ |
| • EV Show, Sports Centre, Saturday May 18 | \$0 * |
| • Seafood Festival, <u>Filberg Lodge</u> Saturday/Sunday June 15/16 | \$300 |
| • CVRDCVRD Water Services, 299 <u>Puntledge</u> , Wednesday June 26 | \$0 |
| • <u>Musicfest</u> , <u>Exhibition Grounds</u> , Friday July 12 – Sunday July 14 | \$308 |
| • Courtenay Market Day, Saturday July 20 | \$ |
| • <u>Filberg Festival</u> , <u>Filberg Lodge</u> Friday August 2-Monday August 5 | \$824 |
| • <u>YANA Ride</u> <u>Marina Park</u> , Sunday August 16 | \$0 |
| • <u>Petite Fondo</u> , <u>Royal Lepage</u> , Comox Rd, Sunday September 8 | \$0 |
| • Farm Cycle Tour, Fairgrounds, Sunday September 22 | \$ |

Appendix 4: September 2019 letter from Nancy Gothard re possible funding (p.1 of 3)

Hello Cycling Coalition board members! (that I have emails for...)

I have a bit of a unique request. I'm part of the Planning Institute of BC Vancouver Island North chapter board that is responsible for putting on professional educational opportunities within our region to local professional planners. I'm also a CVCC cycling skills instructor (which we had a fantastic class this past Saturday 😊.)

One event PIBC-VIN is holding this year is on the topic of Healthy Built Environment. It's coming up quick – Thursday October 3. We're putting this on with Island Health, the Comox Valley Community Health Network and the Comox Valley Nurses for Health and the Environment.

And it's actually two events:

A Professional full day workshop:

<https://www.pibc.bc.ca/event/healthy-built-environments-workshop>

Free public evening event: <https://www.pibc.bc.ca/event/free-public-event-where-matters-your-health-healthy-built-environments>

We have the opportunity to produce a short film on the event using Island Health media resources and we're fundraising to create this film. Island Health is offering filming services at the subsidized rate of \$2,000. We're half way to our goal of fundraising. The purpose of the public-friendly short film would be to highlight:

- that planners, local governments, health and community professionals are working on these issues,
- what the key issues are, and
- to inspire empowerment for citizens to participate in community processes that advance healthy built environments (e.g. The City of Courtenay's Official Community Plan process which is in its early stages!).

Appendix 4: September 2019 letter from Nancy Gothard re possible funding (p.2 of 3)

Island Health staff have pointed out that there aren't any such films for the BC context, that the film would have applicability beyond our region and we think this could be a positive and powerful communication tool and exciting opportunity to put Comox Valley on the map!

We're reaching out to groups who may find the topic of interest to furthering their own goals. We know that an important part of a healthy built environment is active mobility which will be discussed throughout the day and evening events.

I appreciate this is a late request and you have board processes to adhere to. If you're interested in this unique partnership opportunity please do let me know at your earliest convenience.

And please do feel free to share news of the events and attend if you're able! Poster attached and links above are to the events.

Take care,

Nancy Gothard MCIP, RPP
Policy Planner, City of Courtenay

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We're looking for sponsors (cash) to support the short film on the role of the built environment in supporting public health outcomes.

Specifically, to highlight:

- that planners, local governments, health and community professionals are working on these issues,
- what the key issues are, and
- to inspire empowerment for citizens to participate in community processes that advance healthy built environments (e.g. The City of Courtenay's Official Community Plan process which is in its early stages!).

Appendix 4: September 2019 letter from Nancy Gothard re possible funding (p.3 of 3)

Half of the film has already been sponsored by the CV Community Health Network and we're reaching out to other groups who may have an interest in seeing such a film produced, to further their own aims.

We're looking for another \$1,000, hopefully that could be supported by a number of groups.

Thank you for your consideration. Please let me know if I can provide more information or if you'd like to discuss over the phone.

Take care,

Nancy Gothard MCIP, RPP

Policy Planner, City of Courtenay

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We had hoped we could have covered the film with internal resources, but alas that is not happening and we believe the short film could have good long term value so we wanted to try this Plan B fundraising effort 😊

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No, not the City of Courtenay. I'm representing the [Planning Institute of BC](#) (PIBC)—Vancouver Island North chapter. PIBC has regional chapters throughout the province which are made up of professional planners. Our mandate is to provide professional development opportunities to our membership, as well as raise awareness about planning issues.