



Comox Valley Cycling Coalition **Board Meeting - MINUTES**

Thursday, November 28, 2019, 7:00pm
At: Comox Marina. Prepared by: Gregg

Attending Board Members:

Lawrence Vea, Terry Bourque, Steve Allen, Gregg Strong, Chris Bowman, Angela Holmes, Mike Keohane, Marg Harris.

Guest: Sally Freeman, new Bicycle Rodeo Coordinator

Regrets: Brian Schoneberg, Judy Loukras, Julia Painchaud

1. **Getting Started**

- Welcomes
 - Welcome to Mike Keohane for his first meeting as a Coalition Board Member.
 - Welcome to Sally Freeman, new Bicycle Rodeo Coordinator
- **MOTION:** Accept October Minutes.
 - Moved by Marg. Seconded by Steve. **PASSED** - unanimously
- Additional Agenda Items
 - Report on Queneesh elementary school bike education

2. **Board Updates**

- Julia Painchaud will be stepping down as Treasurer. Jude Loukras will assume the Treasurer role.
- With Jude moving to the Treasurer role, there will be a need to fill the role of Coalition Vice President
- Gregg will finish his one year stint as Secretary after the AGM. There will be a need for a new Secretary.
- Marg will have completed her one year Board term as 'Past President', and plans to move on

3. **Reports**

- Board Reports (attached as Appendices at end of report):
 1. Financial
 2. Membership
 3. Update from Past President
 4. Santa's Workshop - Proposed letter to membership
 5. 5th & 6th Street Bridges Update

4. **New Business**

- Financial matters
 - We received the financial update, but not a Grants page update. This is understood to mean that there have been no changes to the grants status, so remaining amounts will be the same as the prior update.
 - Bike BC grants are no longer available. A new funding mechanism under Active Transportation is expected, and there may be opportunities, so we should keep an eye out for this becoming operational. Ryan O'Grady from Courtenay is also monitoring this and will call in CVCCo when they know more, anticipating potential Coalition collaboration on funding submissions.
- Membership
 - Based on feedback from Bike shops who believe it is appropriate for them to be dues paying members, as well as to offer member discounts, we are extending this approach to all bike shops.
 - For those shops who do not respond to requests for their annual dues, we will plan to send out an invoice letter (**Action** - Steve to draft). If they still do not respond, we will consider them to no longer be members and drop them from our website.
 - Because of the lag time between the start of a calendar year in January and our AGM schedule a couple of months later, there is some fuzziness about how to align annual member ships cycles. Several questions we should firm up:
 - Should we base our membership year on the calendar year, or look for some line up with the AGM annual cycle? Or both/either?
 - It was suggested that those (shops and regular members) who buy memberships late in the year be considered members through the AGM a year plus down the line, at which time they would be expected to renew.
 - it was suggested that those who VOTE at the AGM should have already renewed their membership to have current standing. Would this mean they may have done this renewal as they arrive for the AGM (which many do)? Would we see a need to validate that voters are current members in good standing when we have AGM votes? If so, how?
- Newsletter / Social Media
 - Terry plans move forward with a shorter newsletter, perhaps more like a blog post, with links to a longer version on our website. There will continue to be some versions posted on the Facebook page. Terry is working with Brian and Jude on this.
 - Terry noted the challenge involved in coming up with content. She has asked if anyone has ideas related to new cycling gadgets that could go in an Xmas edition. There was a suggestion to perhaps do something on the recent education session at Queneesh.
- Education / Bike Rodeos
 - We now have an annual budget item (\$2,500 to be received in September) to support a Rodeo Coordinator. Fabulous and congrats to all involved in helping make this a reality.
 - We have unexpended funds from the 2018-2019 school year allotment from SD71 that had been provided for a Bike Rodeo Coordinator.

- The plan (agreed upon by those present) is to divvy up the unexpended funds amongst those volunteers who put the rodeos together for the 2018-2019 school year
 - **Action:** talk with Angela to get info on how best to do this divvying up.
 - There was a teacher initiated and led lunchtime cycling activity at Queneesh Elementary School which is being supported by 2 CVCCo volunteers (Marg & Mike).
 - **MOTION:** Proceed to purchase 20 adjustable strap type adult vests. Moved by Marg. Seconded by Terry. **PASSED:** unanimous.
- Infrastructure Advocacy
 - Angela reported on the latest. It appears the IRTSC is still struggling to define its appropriate role and how they can best be positioned amongst various regional players. Regularly cancelled meetings also suggests it may not be perceived as high priority by all. Some priorities seem to be agreed upon: standardization (which has been happening among some jurisdictions), advocacy, education and pursuing grants.
 - Re signboard routes.
 - Lawrence has sent out emails to all local jurisdictions (and regional players) with proposed routes to town/through town. All segments of these routes have been taken from existing jurisdictional plans. We have received several responses.
 - Next step is to set up return meetings to discuss further and seek their input on these proposed routes. We will schedule after Xmas. **Action:** Gregg to draft proposed emails and share with Lawrence.
- Upcoming AGM
 - For presentations, we may go with a bundle of shorter offerings.
 - Lawrence will follow up with Eamonn & Rhonda re Ireland, as well as with Brenda & Gary re Cuba and Thailand.
 - we might consider presenter from the mountain biking / racing worlds
 - might consider the Queneesh kids - contact through teacher, Christine van H.
- Farm Cycle Tour (September 22)
 - EDC support this year has once again been slow and frustrating. We will leave the door open for future involvement and see if they get in touch.
 - Chris noted that the amount of work we must do could be reduced significantly if we stop doing all the route signs/preparation, and assume that in today's world most people are good enough at using various online apps to find their own way.
 - We would plan to package digital route suggestions if there is sufficient lead time.
- Go by Bike Week
 - Marg is following up to determine whether funds were allocated to Active Comox Valley and how the Fall activity was promoted in the community
 - A last minute request for a meeting with Active Comox Valley unfortunately had to be turned down as our volunteers were in the midst of Fall school rodeos
 - Mike asked whether we get involved in schools for Bike to School week. We discussed Angela's former work with schools travel planning. Marg is going to follow up some.

- Z-maps.
 - As no follow up expression of interest has been received from CVEDS the recommendation is to upgrade the online maps as soon as possible, using GIS tracking from the local jurisdictions
 - Funding for more Z-maps may become available at some future time
 - To consolidate updates that incorporate new roads and routes and trails, we likely still need to involve same team that did the map design/layout previously, with associated costs.
 - **Action:** Mike K to look into how new routes get updated into Google maps, as well as how CV jurisdictions currently ensure such updates happen.

- Further updates
 - Lawrence updated re contact from Comox Valley Nurses for Health & the Environment: they had shared eBike survey with us. They will be surveying bike shops and will share the info with us.
 - CVCCo has been invited to the Isfeld Eco-Fair in April 2017. **Action** - Lawrence will let them know we will not be participating.
 - SEASONAL ALERT: Don't forget the Dec 12 Xmas gathering that Terry is so graciously hosting!!!

- 5th St & 6th Street Bridge Update
 - Lawrence shared an update summary (Appendix 5) about recent meetings with Courtenay staff and Jenny Deters of the Downtown Business Improvement Association.
 - Council is meeting again on this issue on January 6 or Jan 20 - likely depending on how complete the staff proposals are. At this time, there should be high level budget and design specs for a proposed 6th Street crossing.
 - There was considerable discussion, including whether we should be formally canvassing the wider membership. The decision was no, not at this time. This is largely due to the complexity involved (politics, wider cycling network plans, etc), and the fact that the Board has put considerable time and attention towards this issue, in order to be able to represent the best interests of our membership. Members have been referred to the city transportation plan and on-line survey. We will be keeping membership apprised as the bridge saga unfolds further.
 - There is a perceived shift towards support for a 6th Street crossing among some Council members, as well as other stakeholders such as the DBIA, Transit and the Accessibility Committee, along with public input from a recent project open house (such input was said to be 90% in favour of 6th Street).
 - Lawrence is going to draft a (carefully worded) letter from the Coalition to the effect that, all else equal, the Coalition preference is to build a 6th Street downtown crossing rather than proceed with the 5th Street bridge cantilevers. However, it will also be noted that:
 - The most critical thing for the Coalition is to get an improved, safer, accessible downtown crossing during this term of Council. As such we will support Council whether they decide to move forward with a 6th Street crossing, or stick with the 5th Street cantilever widening.

- Should the choice be to go with a new 6th Street crossing, we believe it is still necessary to make the sidewalk at the west end of 5th Street Bridge safe, connected and accessible to all (even if the cantilever widening does not proceed).
- Chris B emphasized that we must continue to attach priority to the full east<>west corridor, which may include, for example, the route to make the connection across the bypass to the planned Tunner route (currently part of Medium Term Plan).

NEXT MEETING: Thursday January 23rd, 2020 (Genoa Room, Comox Marina)

APPENDIX 1 - November 2019 Financial Report (no Grants update this month)

From: Julia Painchaud

Comox Valley Cycling Coalition Financial Report Report completed by: Julia Painchaud, Treasurer on Nov 25, 2019

| Jan 1, 2019 balance | Plus Income | Minus Expenses | Current balance |
|---------------------|-------------|----------------|-----------------|
| \$9,718.44 | \$14,261.98 | \$9,139.34 | \$14,841.08 |

| INCOME | Membership | Interest | Bike Lockup | Education / Sales | Video + Mapping projects | CCCTS donations | Total from all Grants | Totals |
|--------------------|------------|----------|-------------|-------------------|--------------------------|-----------------|-----------------------|-------------|
| Since last meeting | | \$0.14 | | | | | | \$0.14 |
| Since January 1/19 | \$1,645.00 | \$0.90 | \$1293.40 | \$792.54 | | \$1530.00 | \$9000.00 | \$14,261.98 |

| 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 | | \$166.28 | | | | | \$166.28 |
| Since January 1/19 | \$856.70 | \$1,273.61 | | \$4,813.80 | \$78.84 | \$2,116.39 | \$9,139.34 |

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

APPENDIX 2 - August 2019 BdRpt Membership

From: Steve Allen

Re: Board Meeting Thursday Nov. 28 Inbox x



steve allen

to Lawrence, Chris, Marg, Jude, me, Julia, Angela, Terry, Mike, Matt, Brian ▼

As of November 25, 2019 there are 188 members.

Please add to agenda a discussion of a letter to be sent asking corporate members to renew.

Appendix 3 - November 2019 Update from Past President

From: Marg Harris

Board meeting Nov 28, 2019 - Report from Past President:

1. Adult visi vests for rodeos, Ride Right courses etc.
Two alternative styles – similar to existing or strap type – available from Amazon.ca
Strap type are more adjustable though both say adjust to fit “most”.
Price: approx. \$12 for two for strap type. Previously agreed to purchase 20 I believe. I will need confirmation in order to go ahead.
2. Cycling maps updates and access via CVCCo website, Tourism, CV jurisdictions – after discussion with Sue Vince her recommendation is to get the updated data via the jurisdictions and upload to the online map. So many people can access the map online with their devices that it may be more useful and cost-effective than producing more z-maps at this time. This may also fit well with the work Terry/Jude/Brian are planning for the website and updated communication methods.
3. Bike to Work Week – spring and fall 2020 plans. I have emailed Terri-Lynn – Coordinator to find out whether funding was received by the CV Regional District for the Fall event 2019 as it seems that there was no promotion/activity in the CV.
4. I will be doing a presentation (Power Point) to the Rotary Club of Courtenay on December 10th at the Westerley Hotel – invited by Ramon Ramirez who is himself a cyclist. I will try to summarize our Coalition in a tight 15 mins!
5. Adult “Ride Right” Instructors meeting on Monday, Nov 25th to review our Power Point presentation and plan course dates for 2020. We currently have 7 instructors (5 experienced and 2 being mentored). A spring course for Elder College is already booked for April 2020.

Appendix 4: November 2019 Santa's Workshop - proposed letter to membership
From: Lawrence Vea

Can You Be Santa This Year?

Each year "Santa's Workshop" in the Comox Valley collects used bikes and a small arm of volunteers, including some Coalition members, work with Coordinator Garry Olinek to repair and clean these bikes to be given to families in need. Garry has also managed to procure brand new helmets to accompany most outgoing bikes.

Last year over 200 bikes found new and appreciative owners. Some overjoyed recipients were brought to tears when their children rode off with a refurbished bike. This year 140 refurbished bikes currently await new riders, but unfortunately Santa's Workshop has run out of bikes to fix! However, high demand is still expected.

So, here's a shout out to local Coalition members! Do you have an old bike that never gets ridden? Maybe one that the kids or grandkids have outgrown, or do you know of old, unused bikes belonging to friends, neighbours or other family members. Garry's team can fix almost anything and rust is of no concern. Even if your bike is higher end, Garry can leverage its' value for maximum benefit to Santa's Workshop

To simplify your donation Garry Olinek and Wilf Craats have offered a pickup service. You can reach Garry at 778 585-9940 or garryolinek@gmail.com and Wilf at 250 650-9644 or wcraats@shaw.ca. You can also drop off bikes at Santa's Workshop – Unit 230, 470 Puntledge Road, Courtenay. The bike shop is located across the street from the main Santa's Workshop store and beside the Recycling Depot.

Santa's Workshop will be accepting bikes until a few days before Christmas. This might even be a good time for you to remove a bike from your garage and make room for those great new wheels you've been eyeing!

Thank you for considering this very worthwhile endeavour.

Appendix 5: November 2019 5th & 6th Street Bridges Update (p. 1 of 2)

From: Lawrence Veal

5th & 6th St Bridges

- Meeting last Wednesday Nov. 20 with Courtenay Engineering. Marg, Gregg and Lawrence attended
- They set out the project to date and presented us with a handout that was covered at the Open House.
- They were not willing to deliver all the details of their planning to date as they feel Council should be the first to receive that.
- Cantilevers are still part of the 5th St project
- We pointed out our concerns about connections, primarily to the west and specifically to the SW corner of the bridge
- Travelling east would be acceptable even coming down 6th (which is planned to be a connected bike route to Fitzgerald and, as well, the Riverway ends there). Cyclists can take a left at Anderton and then make their way onto the south side of the bridge and head east, hopefully with improved access at the SW corner)
- Travelling west is not quite as convenient. You could, perhaps, head up the hill on 5th but many do not feel comfortable doing that as there is lots of traffic, and then continue on 5th. OR they could turn right onto Anderton and left at 1st and make their way to town BUT, heading to the bike route on 6th or the Riverway would be problematic. There is the potential to improve the current pathway under the bridge but the stairs at the SW corner would have to be removed and a smooth, sloped pathway added to make things remotely acceptable. This would also be a bit of a bike traffic concern as there would be cyclists heading onto the south side of the bridge as well at this traffic point.
- As for the 6th St Bridge, it was mentioned that the possibility of having ambulances travel across it had been ruled out so it could be a little narrower than originally proposed. As well, the deck would not be wooden and that could require continuous maintenance costs. They also mentioned the need for decent lighting and approaches.
- We mentioned the possibility of a pathway along the river and then up behind Laver House and joining the Riverway around 11th. This would provide a much easier slope than either 5th or 6th and make things easier for mobility scooters, strollers etc.
- They wondered whether the Coalition had a position on the 5th or 6th St options and we said we did not have a specified preference

Appendix 5: November 2019 5th & 6th Street Bridges Update (p. 2 of 2)

From: Lawrence Veal

other than to indicate that an improved downtown river crossing is a critical priority for the Coalition.

- We mentioned that whether there were cantilevers or not on the 5th St Bridge, confident cyclists would still choose to ride the roadway. Lesser confident and recreational cyclists would take the cantilevers but would need decent connections as already mentioned. These cyclists would likely prefer the 6th St option.
- Is there a possibility of having both projects okayed?
- Ryan O'Grady (Courtenay Engineering) clarified to us that a Council commitment to a solution, be it 5th or 6th, would not be dependent on external variables like grants. Rather, a council approval would mean they are willing to pay for it through a loan, if necessary - though should it be possible to stir up any grant support that would be a great bonus as any money covered by a grant would then be returned to Courtenay and the loan would be smaller.
- At a previous Council meeting, Doug Hillian, Manno Theos and Bob Wells spoke in favour of the 6th St option. Not sure if this support would be there if the cantilevers were left on the 5th St bridge as one of the main drivers at this time for the 6th St bridge would be the 2 months less of construction time deleting the cantilevers would provide.
- Gregg & Lawrence met with the President of the Downtown Business Association, Jenny Deters, on Nov. 26.
- They are supportive of the 6th St option and would really appreciate our support. They feel a letter signed by them, us and the Chamber of Commerce would be very influential. How we word a letter of support would be important
- They would not be supportive of the 6th St bridge at this time if the cantilever option was left in place.
- No matter which option is finally decided upon we should be supportive of improved access at the SW corner of the 5th St bridge including the underpass and stairs which need to become a ramp.
- Is Board decision satisfactory or should we consider surveying the membership?