

NOTICE OF MEETING

VANCOUVER BICYCLE ADVISORY COMMITTEE

A G E N D A

DATE: Wednesday, May 20, 2009

TIME: 5:30 p.m.

PLACE: Strathcona Room  
Subground, City Hall

*If you are unable to attend the meeting,  
please advise Tarja Tuominen at 604.873.7191 or  
e-mail [tarja.tuominen@vancouver.ca](mailto:tarja.tuominen@vancouver.ca) or Cobi Falconer at 604.871.6371 or e-mail  
[cobi.falconer@vancouver.ca](mailto:cobi.falconer@vancouver.ca)*

*Agendas and Minutes are available on the internet at  
<http://vancouver.ca/ctyclerk/civicagencies/bicycle/index.htm>*

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|----|--|-----------|
| 1. | Introductions                          | 5:30-5:40 |
| 2. | Overview of Bicycle Advisory Committee | 5:40-5:50 |

The Meeting Coordinator will provide a brief overview of the Committee. Current members who served on the Committee in the past will be asked to provide input.

The attached documents, refer.

3. Adoption of Minutes

The minutes of the April 15, 2009, meeting are to be adopted.

4. Burrard Bridge Update

Scott Edwards, Manager of Greenways and Neighbourhood Transportation, and David Rawsthorne, Greenways and Neighbourhood Transportation, will provide an update on the status of Burrard Bridge.

5. Bicycle Network Sub-Committee Report

- Comments on North Arm Trail/59<sup>th</sup> Bikeway
- Granville Loops Policy Plan Recommendation

6. Other Business

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**Bicycle Advisory Committee  
Mandate and Terms of Reference**

**Mandate**

The Bicycle Advisory Committee is advisory to City Council. The mandate of the Committee is to provide a safe and convenient cycling environment for commuter and recreational cyclists by improving the existing road network to better meet the needs of cyclists, and by promoting the safe and responsible use of bicycles for transportation and recreation.

Under Section 160 of The Vancouver Charter, all committees of Council shall stand discharged immediately before the first Monday after December 1 in the year of a general local election.

**Terms of Reference**

The Committee:

- Reviews and advises on bicycle transportation matters;
- Provides input on capital improvement projects involving bicycling facilities;
- Promotes bicycling as a viable form of urban transportation and recreation;
- Evaluates bicycle facilities;
- Promotes motorist and cyclist awareness, competence and safety; and
- Attends City-sponsored public forums to provide information on City programs and receive public input on bicycling issues;
- produces an annual work plan with specific, concrete objectives by March of each year, in consultation with its Council and staff liaisons, for distribution to Council and civic departments for information;
- submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the Committee has responded.

**Attendance Requirement**

Members may miss no more than four consecutive meetings without obtaining Leave of Absence from the Committee. Membership will be terminated following the fourth such absence. **To request a Leave of Absence prior to the meeting, contact the Meeting Coordinator, or another member to request the leave on your behalf.**

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**Notes for Advisory Committees - Bicycle Advisory Committee  
(as at January 21, 2007)**

**1. Quorum**

Meeting is called to order when a quorum is present. Meeting Coordinator (MC) will advise. If no quorum after 30 minutes, the meeting is adjourned as business cannot be conducted. The Committee may continue if they wish, without benefit of a minute-taker. No motions can be passed without quorum. If motions are put forward, they must be written out and provided to the Meeting Coordinator who will ensure they are the agenda for ratification at the next meeting that has quorum.

The quorum for the Bicycle Advisory Committee is 6.

**2. Call to Order**

A Motion is not necessary to Call to Order or to approve the Agenda.

**3. Protocol re Attendance (as approved by Council March 1986)**

Any voting member of the Committee who fails to attend four consecutive regular meetings of the Committee without leave shall cease to be a member and his/her appointment is terminated.

You can request Leave in advance by asking yourself at a meeting, by asking a Committee member to request Leave for you or by asking the MC to refer your request to the Chair who will ask for Leave on your behalf.

If unable to ask for Leave yourself at a meeting, **asking the MC is probably the best alternative because she is responsible for keeping track of quorum and attendance.** Sickness is considered automatic leave, but members are still asked to advise the MC that they will be absent.

**A motion is not required to grant Leave. Chair can simply ask if there are any objections to granting the member leave and the response is noted.**

After the 3<sup>rd</sup> absenteeism *without leave*, the MC sends out a "reminder" letter to the member and if a 4th meeting is missed *without leave*, a "dismissal" letter is sent.

**4. Agenda**

The Meeting Coordinator, in consultation with the Chair and staff, sets up the agenda and mails it out to members approximately a week before the meeting. Agendas are also available on the web at <http://vancouver.ca/ctyclerk/civicagencies/bicycle/index.htm>.

## **Vary Agenda**

If a variation to the order of agenda is requested, the Chair can ask for consensus and it is done.

## **Additions to Agendas**

If members want to add items to the Agenda, they are asked to contact the Meeting Coordinator (MC), well in advance - if unable to do this, these items can be brought up under "Other Business" at the meeting, and if there is time they will be dealt with or referred to an upcoming agenda.

The Chair should try to stick to order of agenda - helps to ensure things aren't missed.

Members with items for distribution relating to the agenda are encouraged to either bring in enough copies for all members and staff, OR provide MC with sufficient time to make copies prior to the meeting.

## **5. Motions - Conclusions Resulting from Discussing Agenda Items**

MC takes decision-based minutes; therefore, any decisions of the Committee should be done in the form of a motion. It is the job of the MC to help frame the wording, if needed, or (s)he may have already formulated a draft motion for consideration of the Committee.

**Follow-up:** If any follow-up to be done, someone should be assigned to do it and a timeframe determined - this might be part of the motion.

## **6. Speakers to an Agenda item**

It may be helpful for Chair to keep a list and recognize those wishing to speak in turn from when they put their hand up. Allows members to complete their input before someone else begins to speak or cuts them off.

If Chair notices one member dominating discussion, may want to request input from other members or even do a roundtable poll of opinion.

### ***Member of the Public Auditing Meeting and Wishing to Speak***

If a member of the public is attending and wishes to speak, a request to the Committee is made through the Chair and the Committee decides if it is appropriate.

## **7. Voting Procedures**

- i) BAC must have a quorum of 6. This is based on a simple majority 11 members;
- ii) there are no abstentions; not voting is registered as an affirmative vote;
- iii) Chair can vote only once (not twice to break a tie);
- iv) a tie vote is considered a lost vote.

## **8. Minutes**

Meeting Coordinator (MC), City Clerk's Office, will take decision-based minutes. A formal motion to approve the minutes is not needed. Chair asks if there are any corrections or amendments to the last meeting minutes. Any corrections or amendments are noted in the set of minutes for the meeting where adoption is being considered. The minutes under discussion are not changed. If no amendments, Chair verbally notes the minutes are approved as circulated. If there are amendments, the minutes are approved as "amended". If someone wants to discuss an item arising from the minutes, and it does not affect adoption of the Minutes, Chair should suggest adding it to the agenda under Other Business, rather than spending time on it during the minutes adoption item (this helps the agenda flow).

## **9. Letters and Reports to Council/Staff**

A Report is formal advice to Council with recommendations from the Committee. This goes into the report system and will wind up on a formal agenda of one of the Council meetings. A decision of Council would be forthcoming.

A letter/memo is less formal and is circulated only to Council. It does not appear on an agenda and it is up to the discretion of any Council member to bring the issue forward to Council at one of its meetings.

It is generally the responsibility of Committee to draft letters and reports, with the help of the MC in formatting, printing. The MC can provide templates on the reports and advice on how Reports to Council must comply with report procedures/timing.

### **Letters to External Agencies**

Committees can write letters to external agencies, provided they clarify that their letter represents the view of the Committee, only. The Meeting Coordinator will provide an official wording template to the Committee when they write this type of letter.

## 10. Media Protocol

- i. If the media approaches a member of an advisory body for comment, the member should refer him/her to the Chair (or Vice-Chair if the Chair is unavailable). The Chair may refer the media to another member of the advisory body. (It is preferred that the Chair have the advisory body's approval to do so.)
- ii. If an advisory body member wants to speak publicly on behalf of the advisory body, he/she needs to have consensus of the Committee.
- iii. If an advisory body member wants to express an opinion publicly *without* consensus, the member should *not* identify him/herself as a member of the advisory body;
- iv. Whenever a view is expressed by an advisory body member, it must be made clear that he/she is not expressing a view of the City.

### Media Releases

The decision to issue a media release from an advisory body is at the advisory body's discretion.

Corporate Communications is to be included in the distribution list, but does not review or distribute media releases. The latter is the responsibility of the committee.

When a media release is issued by an advisory body, a disclaimer is required to make it clear that the advisory body is not expressing a view of the City. The City Crest may not be used on media releases issued by an advisory body.

Media releases should include a contact name and telephone number.

It is suggested that advisory bodies take care to issue only media releases which are clearly newsworthy. The issuing of frequent, non-newsworthy media releases would lead to loss of credibility.

The City's Communications Policy Guidelines follow for information.

### Communications Policy Guidelines (adopted by City Council on July 26, 1990)

1. Vancouverites should know about and understand pending City decisions through participation and comment.
2. Public involvement should occur in an atmosphere of openness and trust; where the purposes of consultation are clear; and where the rights and obligations of the public, of City staff, and of Council are fully understood by all participants.
3. Vancouverites should receive clear and accurate information about any City program, service or regulation which affects their lives or livelihoods.
4. City information should be delivered through media which effectively attract the attention of those who need to know in language which they can readily understand.
5. The City should be a helpful, accessible, consistent, un-intimidating and human source of information; and those served should always feel welcome.

## 11. Correspondence:

The MC brings in a file for circulation - members can take copies if there are multiples; if not, they are requested not to remove the item, but ask the MC for a copy which will be copied either directly after the meeting or mailed to them (depending on the urgency - either with the next agenda or separately).

Members bringing items in for distribution are encouraged to either bring in enough copies for all members and staff, OR provide MC with sufficient time to make copies prior to the meeting.

It would be beneficial to the Chair to review this file prior to the meeting and discuss items that may be relevant.

## 12. Conflict of Interest

Section 145.2 of the *Vancouver Charter* applies to members of Advisory Committees. Members must declare Conflict of Interest citing a specific reason as noted below. The member must leave the room and not re-enter until the agenda item has been completed.

Reasons:

*Section 145.2*

- (a) direct or indirect pecuniary interest in the matter, or*
- (b) another interest in the matter that constitutes a conflict of interest.*

The Meeting Coordinator must record the member's declaration relating to Conflict of Interest; the reasons given for it, and the time of the member's departure from the meeting room and if applicable, the time of the member's return. The Chair must ensure that the member is not present for any part of the meeting during which the matter is under consideration.

## 13. Confidentiality

Members and City staff are asked to provide names only of Committee members when asked for information from the general public. If more personal contact information is requested, the Committee or specific member must give permission for this to be given. If a request is made to the Meeting Coordinator regarding a Committee member, the Meeting Coordinator will obtain a phone number and then advise the member that they have received a call.

#### 14. City Website

Agendas and minutes of all Regular and Standing Committee meetings of Council are on the site: [http://vancouver.ca/ctyclerk/councilmeetings/meeting\\_schedule.cfm](http://vancouver.ca/ctyclerk/councilmeetings/meeting_schedule.cfm)

It would be a good idea to have a Committee member review this site regularly to determine if there are reports/issues coming forward that might be of interest to the Committee.

Agenda and minutes of Advisory Committee are available at:  
<http://vancouver.ca/ctyclerk/civicagencies/civicindex.htm>

The MC will advise the Committee of reports that may be relevant, but another eye is always helpful to ensure an issue is not missed.

#### 15. Sub-committees

The Committee can strike sub-committees as required and members of that sub-committee do not have to be members of the Advisory Body.

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