



ACTIVE TRANSPORTATION POLICY COUNCIL

MINUTES

February 20, 2013

A meeting of the Active Transportation Policy Council was held on Wednesday, February 20, 2013, at 5:35 pm, in City Hall Business Centre Meeting Room, 2nd Floor, Vancouver City Hall.

PRESENT: Rhiannon Chernencoff, Chair
Dean Alexander
Jacob Hunter, Vice-Chair
Tom Lancaster
Tanya Paz
Lisa Slakov
Adam Vasilevich
John Whistler

ABSENT: Joan Andersen (Leave of Absence)
Graham Anderson (Leave of Absence)
Eugene Chin (Leave of Absence)
Keltie Craig (Leave of Absence)
Liliana Quintero
Meghan Winters (Leave of Absence)

ALSO PRESENT: Dale Bracewell, Manager, Active Transportation (Staff Liaison)

CITY CLERK'S OFFICE: Lori Isfeld, Meeting Coordinator

1. Election of Chair and Vice-Chair

MOVED by Tom Lancaster
SECONDED by John Whistler

THAT the election of Chair and Vice-Chair for the Active Transportation Policy Council for 2013 be postponed until the next Regular meeting.

FURTHER THAT Rhiannon Chernencoff and Jacob Hunter continue as Chair and Vice-Chair, respectively, until the election for 2013 is conducted.

CARRIED UNANIMOUSLY

2. Leave of Absence Requests

MOVED by Rhiannon Chernencoff
SECONDED by Jacob Hunter

THAT the Active Transportation Policy Council approve leave of absence requests submitted by Joan Anderson, Graham Anderson, Eugene Chin, Keltie Craig and Meghan Winters, for this meeting.

CARRIED UNANIMOUSLY

It was noted that Adrian Bell had resigned from the Policy Council. The Meeting Coordinator advised that a new member will be appointed approximately early April, 2013.

Note: Subsequent to this meeting Keltie Craig also resigned.

3. Approval of Minutes

MOVED by Rhiannon Chernencoff
SECONDED by Tanya Paz

THAT the Active Transportation Policy Council approve the minutes of November 21, 2013.

CARRIED UNANIMOUSLY

4. Subcommittee Reports

(a) Projects Subcommittee Report

Tanya Paz provided an update regarding the Subcommittee meeting held January 9 and 23, 2013 (*minutes on file*). Items discussed included bike parking and storage, upcoming bridge upgrades and the improvements to the False Creek south side seawall.

(b) Partnerships & Promotion Subcommittee Report

Minutes dated January 16, 2013, refer (*on file*).

Jacob Hunter advised he will send an invitation to a "Drop Box" website that can be shared with ATPC members, staff and any other interested parties. ATPC members will have the ability to add additional members to the shared site.

(i) Vancouver Marathon Motion

The Policy Council discussed the use of the Vancouver Marathon and other civic event road closures for bike events. It was agreed that Jacob Hunter and Dean Alexander will meet with Cael Hopwood, Acting Manager, Film and Event Office, to discuss the matter further.

(ii) Zero Deaths Motion

The Policy Council discussed recommendations to ensure that City projects support the goal of Zero Deaths. The Policy Council agreed to refer the matter to the Partnerships & Promotion Subcommittee.

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The Policy Council agreed to vary the order of the agenda in order to deal with Item 5 next. The minutes are recorded in chronological order for ease of reference.

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5. Strategic Meetings - Motion Approval Process

A round table discussion was conducted regarding strategies to improve communications and maximize ATPC regular meetings. The Policy Council also referred to a document entitled “motion lead time schedule” that was circulated with the agenda. Discussion ensued on the following:

- time frame and approval process for motions;
- sending the meeting agenda or reminder well in advance of meeting to allow for preparation;
- attendance at working sessions and subcommittee meetings is assumed unless absence is communicated;
- assigning a note-taker in advance of each working session and subcommittee meeting;
- as set out in the Procedure By-law, a “special meeting” can be called by the Chair to deal with urgent or time sensitive items requiring a motion approved by the committee at large, prior to the next regular meeting;
- provide concise, descriptive email subject lines; indicate whether action is required or for information; specify whose attention is required.

The Policy Council also discussed a memorandum entitled “Council Advisory Committees Online”, which provided information on an initiative by the City’s Corporate Communications Department to improve web and social media presence for Advisory Committees. There will be a tab entitled “Work” on the committee’s website, intended as a placeholder for work-related documents such as the annual work plan and report of activities. During discussion, the need to find an avenue to post working and subcommittee meeting notes on the website was identified. It was agreed to contact Tracy Vaughan with Corporate Communications to discuss communications strategies for ATPC.

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At 6:40 pm, Adam Vasilevich left the meeting, which resulted in a lack of quorum.

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The Meeting Coordinator referred to Section 14.5 of the Procedure By-law as follows:

14.5. A majority of the persons appointed to an advisory committee are to constitute a quorum.

At 6:40 pm, due to a lack of quorum, the Meeting Coordinator declared the meeting adjourned.

Next Regular Meeting:

DATE: April 17, 2013
TIME: 5:30 pm
PLACE: Business Centre Meeting Room,
2nd Floor, Vancouver City Hall

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