

CRD TRAFFIC SAFETY COMMISSION

MINUTES OF MEETING

Thursday, November 10, 2016

The Lakes' Banquet Room, 4670 Elk Lake Road, Victoria

- Members:** Kim Bruce, Prevention Services, Island Health (Chair)
Judy Dryden, Child Passenger Safety Program, BCAA Community Impact
Chris Foord, Community Member
Dr. Murray Fyfe, Medical Health Officer, Island Health
Jeff Groot, RoadSafetyBC
Marnice Jones, School Districts (for Deb Whitten)
Bill Laughlin, Vancouver Island Safety Council
Barb McLintock, BC Coroner's Service (Vice-Chair)
Alan Perry, Media
Colin Plant, CRD Director
Colleen Woodger, ICBC Road Safety Division
- Associates:** Sgt. Ron Cronk, Victoria Police
Sgt. Andy Duke, Central Saanich Police
Sgt. Al Gurzinski, Saanich Police
Cst. Mark Hall, West Shore RCMP
John Hicks, Active Transportation, CRD
Cst. Ross Smith, Victoria Police
Dr. Richard Stanwick, Office of the Chief Medical Health Officer, Island Health
Sgt. Alex Yelovatz, CRD Integrated Road Safety Unit
- Guests:** Ryan Heron, Medical student
Diana Lokken, CRD
- Regrets:** Tina Rogers, Ministry of Transportation and Infrastructure
Dr. Holly Tuokko, Institute on Aging and Lifelong Health, University of Victoria
Stefan Yancey, Commercial Vehicle Safety and Enforcement

Recording Secretary: Arlene Bowker

The Chair called the meeting to order at 12:09 p.m.

1. Approval of Agenda

MOVED by Chris Foord, **SECONDED** by Colin Plant, that the agenda be approved. **CARRIED**

2. Approval of Minutes – October 13, 2016

MOVED by Colleen Woodger, **SECONDED** by Colin Plant, that the minutes of the meeting held on October 13, 2016 be approved as distributed. **CARRIED**

3. Chair's Remarks

The Chair had no remarks.

4. Media Clips

There were no media clips.

5. CRD Update: Diana Lokken, General Manager, Finance and Technology

Diana Lokken attended the meeting to bring members up-to-date on bylaw changes that are taking place and to provide clarification regarding the work of the TSC as stated in the bylaws. This came about because of a communication that was received from a member of the public stating that the

TSC was doing things that are not listed in the bylaw. The communication was in response to a post on Twitter about the TSC writing a letter to the City of Victoria. Kim Bruce and Barb McLintock as the Chair and Vice-Chair met with Diana prior to the TSC meeting to review some of the issues.

Diana reviewed the updated TSC profile that is on the CRD website and distributed copies. There are two bylaws that relate to the TSC. One is the bylaw that establishes the service and allows the CRD to raise money for the service and the other is the bylaw that has the specificity of the roles of the individuals who would be on the commission and the terms of the membership, i.e., the time frame for being on the commission and the rules around the commission. Both bylaws are called Traffic Safety Commission. Because the CRD is a local government, the Board and the bodies that exist because of the Board must do what the bylaws say and are restricted to those activities listed in the bylaw.

The website profile has links to the membership of the TSC and to the Planning, Transportation and Protective Services Committee which is the committee that the correspondence and currently the minutes and agenda go to as per the statement that the TSC is to work through a Board committee. The minutes and agenda should also be sent to Legislative Services for posting on the CRD website minutes and agenda page as the TSC meetings are public.

Administrative support for the TSC is provided by John Hicks from the CRD Planning, Transportation and Protective Services Department. John has been doing support and attending the TSC meetings, however, the CRD is not paid to do this and while the Department can support John to attend the meetings, they cannot support him to do research or projects for the TSC.

The budget process was discussed. Diana advised that the budget was not broken down enough to represent what the actual activities were and so Finance has made some adjustments. The funds given to the safe routes to school program that was initiated by Planning and Protective Services should have been referred to as co-sharing a project and that has been changed in the accounting records.

There is a process that is laid out in the establishment bylaw and the commission bylaw for dealing with the budget, including the timeline. Under the bylaw, the TSC is to prepare the operating budget for the coming year by September 10 and then by November 30 submit a written report to the Board outlining the operating results for the current year. In order to comply with this, the budgeting process is going to be moved from the fall to the spring. The presentation that is typically made to the Board in February could be used for identifying trends and looking ahead. The structures subcommittee will work on formalizing a written process for the budget timetable.

The possibility of looking ahead to five year budgeting was raised. That would allow the TSC to set up some multi-year projects.

It was pointed out that it would be difficult to get the budget report put together in time for the November 30 deadline this year.

The purpose of the TSC as listed in the bylaws talks about planning and operating safety education programs. There is no reference to spending any capital or to buying equipment for a third party and, therefore, the TSC is unable to purchase the speed reader board as had been planned. A question was raised around the purchase of car seats through the program under which Beacon Community Services is given money for the car seat program. As there is no tax funding for Beacon and the car seats are around traffic safety, this would be acceptable. Small giveaways for children to promote safety as part of an education program are acceptable. The question was raised as to whether the TSC could rent a speed reader board or other equipment purchased by someone else and this will require further discussion.

An amendment is going to be put through to the establishment bylaw enabling the TSC to set up the Cst. Sarah Beckett memorial scholarship. The bylaw has to get approval of two-thirds of the participating jurisdictions and, prior to that, has to get the approval of the Inspector of Municipalities.

Discussion was held about asking Colwood and Metchosin to be part of the TSC, as they are currently not members. If the TSC would like to pursue this, it should be taken to the Planning, Transportation and Protective Services Committee and if it is approved, the TSC would get direction to meet with Colwood and Metchosin to see if they are interested.

Invoices for payment will now be given to John Hicks and he will pass them on to his supervisor who has signing authority.

Discussion took place around the process for the TSC to report out and whether the TSC is now expected to be more formalized in terms of sending recommendations to the Board. How can we report out and make recommendations beyond just saying if it's part of our program we can do it? Diana replied that the TSC program planning would go to the Board in the early part of the year. If changes are desired, that request could be taken to the Board.

With reference to the letter that the TSC was planning on sending to the City of Victoria about painted sidewalks, Diana advised that it is the purview of the Board to send letters to municipal councils or any other provincial or federal government bodies. The TSC should not be doing that. Instead, the TSC could send the letter to staff, e.g., the engineering department and make it an information piece rather than saying "we'd like you to do this." If the TSC would like the letter sent to the City of Victoria Council, a recommendation to the Planning, Transportation and Protective Services Committee would be made saying "this is what we recommend you say to the City of Victoria." Colleen Woodger pointed out that sometimes a letter like that sent to the engineering department may support staff if there is a difference in opinion between Council and engineering.

The question was asked that if a planned program is going to involve making recommendations and telling other jurisdictions what to do, could the bylaw could be changed to allow that. Diana replied that the TSC could put that forward to the Board but it would be contrary to how the CRD operates.

A concern was expressed that TSC members will be unable to talk to the media going forward, however, this is not the case as any TSC member could go to the media and say anything they want but cannot say they are representing the views of the TSC.

The CRD created the Commission 30 years ago to give the Board opinions and it has evolved into doing many other things, and although they are positive, they are not necessarily what the TSC was designed to do. The expectation is that the bylaw that established the TSC will be followed.

The issue of whether Board approval would be needed around the use of social media was discussed. CRD approval was given when the TSC twitter profile was established and the profile does say this does not reflect the opinion of the CRD Board. We do have the ability to create our social media twitter handle and we just need to get clear on what the TSC is allowed to do under the bylaws.

It was suggested that possibly a TSC member could attend meetings of the Planning, Transportation and Protective Services Committee when there is something pertinent to road safety on the agenda, or when a motion is sent up. TSC members could attend the meeting as a delegation and would be able to speak to an issue. It was agreed that Colin Plant as the CRD Director on the Commission should be encouraged to attend the meeting as the TSC representative when there are relevant issues on the agenda.

Additional discussion took place on how the TSC can continue to function effectively as a strong voice for traffic safety issues. It was agreed that it is important that advocacy continue to happen and the TSC will need to be creative as to how to get it delivered. If an urgent issue emerges, and the TSC wants to change a planned priority, it can be sent to the Planning, Transportation and Protective Services Committee.

MOVED by Colin Plant, **SECONDED** by Chris Foord, that the TSC will comply with the Traffic Safety Commission Bylaws and will operate our budgeting process according to the bylaws. **CARRIED**

6. Business Arising from the Previous Minutes

➤ Budget Update

Discussion was held on the budget. There is now \$20,000 available that had been designated for the speed reader board. A suggestion was made that \$5000 be kept for any emerging issues.

As per the motion made last month regarding funds being allocated to Beacon Community Services to provide educational programs on child passenger safety initiatives, Judy Dryden confirmed that Beacon is interested in continuing this.

The draft project application and evaluation document that had been developed for use by groups looking for funding will have to be revised based on the information that came to the table today from Diana Lokken. The TSC is moving towards a more formal application process which will be up on the website when it is completed. The structures subcommittee will have another look at the form in January.

Dr. Fyfe provided the following budget update:

- Education campaign re video: No spending so far
- Helmet and cycling visibility campaign: No spending so far
- Media/advertising: Some money has been spent but there are still some funds left for the rest of the year
- Speed reader board: To be removed from the budget
- Website: \$5000 has been allocated and a decision has been made to move ahead with hiring Caorda to develop the website
- Scholarship: Funds will not be spent until next year

There is approximately \$67,000 remaining.

A monthly budget update will be emailed to all TSC members.

Suggestions made for using some of the surplus funds were to allocate additional funds towards some more education on the slow down, move over promotion and to increase distracted driving education. Further discussion is needed on allocating these funds and this item will be added to the December agenda.

Action: Further discussion on the allocation of funds will take place in December.

➤ Administration of TSC budget

Action: Follow-up on the suggestion to elect a treasurer, along with the chair and vice-chair positions.

➤ Update on speed reader board

Action: As per the information provided by Diana Lokken regarding the bylaw under which the TSC operates, the TSC is unable to spend funds to purchase a speed reader board.

➤ Letter to Accreditation Canada regarding health care staff assisting with proper placement of child in car seat and car seat in vehicle

Action: In progress. Deferred to the December meeting.

➤ Commission Membership

Organizations and sectors represented on the Commission with terms that expire on December 31, 2016, were identified. In accordance with the Commission's bylaw, members may be appointed for more than one term.

The following incumbents expressed interest in serving another two year term to represent their respective sectors: Kim Bruce, Judy Dryden, Dr. Murray Fyfe, Barbara McLintock, and

Dr. Holly Tuokko. In addition, Sgt. Ron Cronk is replacing S/Sgt. Jim Anderson as the CRD IRSU representative and has agreed to serve a two year term.

Deb Whitten, School District representative, is unable to serve another term and a new representative is needed.

MOVED by Alan Perry, **SECONDED** by Colleen Woodger, that it be recommended to the CRD Board that effective January 1, 2017: Kim Bruce, Prevention Services, Island Health; Judy Dryden, BCAA Community Impact; Dr. Murray Fyfe, Medical Health Officer, Island Health; Barbara McLintock, Office of the Coroner; and Dr. Holly Tuokko, University of Victoria's Institute on Aging and Lifelong Health (formerly the Centre on Aging); be nominated for reappointment to the CRD Traffic Safety Commission for a two-year term. In addition, Sgt. Ron Cronk is replacing S/Sgt. Jim Anderson as the CRD Integrated Road Safety Unit representative and it is recommended that he be nominated for appointment to the CRD Traffic Safety Commission for a two-year term. **CARRIED**

Action: Alan Perry will contact the Capital Bike and Walk Group about attending the TSC as a non-voting member and report back. (Deferred to the December meeting)

Action: Barb McLintock and Dr. Murray Fyfe will look into getting a new representative from BC Ambulance. (Deferred to the December meeting)

- Letter to CRD Board recommending mandatory use of bike helmets on trails

Action: Deferred to the December meeting.

- Meeting with BC Transit regarding transportation of fragile seniors

Action: In progress. Deferred to the December meeting.

- Updates from planning groups

Action: Deferred to the December meeting.

- School Zones to Playground Zones

Action: Deferred to the December meeting for further discussion.

- Distracted Driving Initiative

Action: Deferred to the December meeting for further discussion.

- Video Contest Update

Action: Deferred to the December meeting for an update

7. Member Updates

Member updates were deferred to the December meeting.

8. Next Meeting

The next meeting will be held on **Thursday, December 8, 2016 at noon in The Lakes banquet room.** On motion, the meeting adjourned at 1:29 pm.