

Sustainable Mobility Advisory Panel
Meeting #2, August 15, 2011, Room C-12 Tom Davies Square
Meeting Notes

Item #	Item	Discussion	Action
1	Welcome and Introductions	In attendance: Chris Gore, Deb McIntosh, Nicole Good, Ben Reitzel, Samantha Baulch, Carol Craig, Danielle Barrette, CGS Staff: Chris Gore, Barb McDougall-Murdoch, Dave Shelsted Regrets: Deb McIntosh, Gary Lavoie, Steve Reitzel, Jessica Perry, Peter Clark, Mark Simeoni, John-Wesley McGraw Guest: Pam Banks	
2	Review of notes from previous meeting	A suggestion had been made to appoint a media spokesperson. Nicole Good will be the representative from the SMAP, and Chris Gore will be the representative from the City.	
3	Roads and Transportation Update	Dave Shelsted reported that Council has accepted moving ahead with sharrows. There has been some delay in moving this forward due to problems with equipment. The City's Transportation Study has been commissioned. The contract was awarded to MMM Group. There will be a meeting Aug. 18 th at 3:30-4pm with the consultants – SMAP members are invited to attend.	
4	Structure of the Committee/Sub-Committees	Advisory Panels work without formal minutes, and keep notes. There is no quorum required. Subcommittees can be established on an as-needed basis, and should follow the SMP recommendations. It was determined that a discussion is needed to decide how to organize the sub-committees. Policy, Infrastructure and Education are key priorities. Have standing reports for these priorities at each meeting. The Panel can also bring in other interested individuals to sit on sub-committees. There has to be work that happens in between meetings; can set tasks, report back to the Panel as a whole and develop into a report of recommendations for Council. The idea of having a City Councillor sit on the SMAP was discussed. To date no Councillor has come forward to sit on the SMAP. Chris and Barb can approach some Councillors to see if they are interested. SMAP members can also encourage a particular Councillor to come on board. SMAP members can also direct any ideas for a Council Rep to Chris or Barb. The SMAP needs to determine a target when we want to make the first presentation to Council.	- Panel Members can recruit interested individuals for sub-committees - Panel members can contact a Councillor or suggest one to sit on the SMAP - Determine best time to present to Council
5	Appointment of Chair	Samantha volunteered to be Chair of the Advisory Panel.	
6	Meeting Schedule	Deferred to next regular meeting.	
7	Other Business	Share the Road – Devon Kershaw was the special guest for the Share the Road Ride on August 18 th . The ride starts at 6pm at Science North. Still require some volunteers. There are CDs available for Panel members with the SMP and the BTMP reports on disk. Please notify Barb if you have not received a copy, and if you would	

Item #	Item	Discussion	Action
		<p>like a copy of the BTMP electronic presentation.</p> <p>Pam would like to know if there is a focus on Transit in the new Transportation Study, and when the City reviews current transit routes and how often this is done.</p> <p>Daniel would like to know if it is possible to expand the sharrows down Walford to Bell Park with the current work that is being done.</p> <p>Hold a special meeting/vision session for the SMAP (outside of the regular meeting schedule. Date – Thursday, September 15th at 5:30pm.</p> <p>Everyone needs to read the SMP recommendations (front to back), review recommendations and do homework to help determine priorities.</p>	<p>- Dave/Transit</p> <p>- Dave</p> <p>-Chris and Barb to organize</p> <p>- SMAP</p>
8	Next Meeting	Monday, November 7 th , 7pm, TDS – Rm. C-12	
9	Meeting Adjourned	8:40pm	