

**BOWEN ISLAND MUNICIPALITY**

Minutes of the **regular meeting of the Transportation Working Group of the Bowen Island Municipality** held on Monday August 14, 2006 at 7:15 p.m. in the Council Chambers of the Bowen Island Municipal Hall.

**COMMITTEE IN ATTENDANCE**

Elizabeth Ballantyne - Chair  
Mathew Redekopp  
Eric Sherlock  
Karen Wristen  
Gil Yaron

**COUNCIL IN ATTENDANCE**

Councillor Morse

**OTHERS IN ATTENDANCE**

Isabell Hadford – Chief Administrative Officer  
Michael Rosen – Planning Consultant  
Don Marshall – Sustainable Community Advisory Committee  
Gayle Ferguson – Minute Taker

**REGRETS**

Councillor Hocking

**CALL TO ORDER**

The Chair called the meeting to order at 7:20 p.m.

**APPROVAL OF THE AGENDA**

**By unanimous consent** the agenda was approved as circulated.

**Phase 1: Deliverables and Work Process**

The Chair reviewed Council's objectives as follows:

- To make a decision in January on the selection of a ferry marshalling option based on information the Transportation Working Group (TWG) provides;
- TWG role is to review past work relevant to Phase One;
- Terms of Reference – Council has indicated its openness to review any area that are, or may prove to be problematic;
- Timeline – 8 weeks with completion date of October 9, 2006;
- Suggestion due to the short timeline to review the following major governance documents:
  1. Official Community Plan
  2. Snug Cove Village Plan 2005
  3. Islands Trust Policy Statement
  4. GVRD Crippen Park Master Plan.

The following issues were raised regarding documents to be reviewed:

- Committee members expressed the desire to read other documents in addition to the above with the priority when reporting to Council, to be on the primary documents as outlined above;
- Secondary documents – suggestion to include the Land Use Bylaw and the Bowen Island Municipality Mission Statement;
- Summarizing - general agreement to extract relevant sections with summarizing to be done later as a group activity.

#### Assessment Matrix

The Chair noted the Group's task was to create an assessment matrix based on information contained in existing documents. Criteria found in the terms of reference would be used as a guide in developing a matrix regardless of whether there was supporting information found in the review of existing documents.

#### Assumptions re: Ferry Marshalling Options

The Chair believed that definitions of the ferry marshalling locations need to be clearly understood prior to the creation of the matrix framework. She suggested that, as there was support in the community for the current ferry marshalling model, it be evaluated as a baseline option.

General agreement was expressed that the definitions of ferry marshalling location options, as presented in the draft document prepared by the Chair, be reviewed at the next meeting, after members had completed the review of documents.

#### Phase 1: Work Assignments

The Chair reviewed steps in the work process as follows:

- Extract relevant portions from core documents;
- Create/validate definitions of location options based on review of variations;
- Select and create description of generic options to be assessed;
- Build list of matrix criteria from core documents' extracts and create matrix framework;
- Define principles for matrix assessments;
- Complete assessment using matrix;
- Compile final report;
- Present report to Council

It was suggested that two people read the same policy documents and two other people read the transportation documents.

The following issues were raised:

- The advantages of each member reading all the documentation;
- Process for reporting back to the Working Group. Suggestion to use a chart format to report back that would identify relevant extracts by criteria;
- Criteria not in the terms of reference could be added and brought to the group for discussion;
- Deliverables identified by Council – “*Identify and list by document relevant extracts*” as the first deliverable;
- How to identify relevant extracts without some form of initial assessment;
- Verbatim extracts in their entirety versus choosing a section and representing its core semantic meaning;
- Suggestion to include in Phase 1 a review of the Cowan Point Impact Assessment Report.

It was agreed that members would complete the task of reviewing documents in whatever way worked best for each member.

It was agreed:

1. The Chair would send members copies of Ross Carter’s extract’s of relevant sections from *the Official Community Plan* and the revised list of documents;
2. Gil and Mathew would read transportation documents;
3. Karen and Eric would review policy documents.

Next meeting

September 7, 2006 at 7:15 p.m.

**ADJOURNMENT**

The meeting adjourned at 9:50 p.m.