

	Description	Action By	Due Date
1.0	<p>Call to Order</p> <ul style="list-style-type: none"> ▪ Erinn Cousins called the meeting to order at 12:15 p.m. 		
2.0	<p>Opening Comments & Introductions</p> <ul style="list-style-type: none"> ▪ Manuel Achadinha, President and CEO, BC Transit addressed the group. He thanked everyone for their participation on the committee and emphasized that this is a significant project in the community. He also emphasized the importance of the input of the committee and the process over the next 12 -13 months. He explained that this process will include education so that each member will have the knowledge to speak with their respective communities or groups and provide the management group with feedback from each of the various stakeholders. ▪ As this was the first meeting of the Community Liaison Committee (CLC), all members were asked to introduce themselves. This included introductions of the project team who are as follows: <ul style="list-style-type: none"> ○ Erinn Cousins – Director of Capital Planning, BC Transit ○ Graeme Masterton – Director of Planning, BC Transit ○ David Leather – Project Director, Pacific Liaison ○ Santino Pirillio – Transportation Engineer, McElhanney ○ Grant Miyasaki – Project Manager, Pacific Liaison ○ Bob Lapham - Capital Regional District ○ Ashok Bhatti – Regional Transportation Manager, Ministry of Transportation 		
3.0	<p>Presentation</p> <ul style="list-style-type: none"> ▪ Erinn Cousins provided a presentation that included an overview of the project, the project organization chart, committee responsibilities and process going forward. Erinn also reviewed the contents of the “binder” that was distributed to each member of the group. 		
4.0	<p>Discussion Regarding Chair</p> <ul style="list-style-type: none"> ▪ The majority of the open discussion was whether or not the committee should have a chair or not. Some comments were as follows: 		
4.1	<ul style="list-style-type: none"> ▪ The CLC needs a neutral chair to run a proper meeting 		
4.2	<ul style="list-style-type: none"> ▪ The CLC needs to be a community support group. The committee members represent the community. The concern with a chair is that some people may be tuned out. The advice and the input from the entire committee is invaluable. Everyone has to feel that they can go back and talk to their communities and feel that they have been heard. 		
4.3	<ul style="list-style-type: none"> ▪ It is imperative that the chair to be able to make this committee function properly. Ensuring everyone has a voice is the job of the chair. 		
4.4	<ul style="list-style-type: none"> ▪ The function of the CLC is to come to consensus and give direct feedback. Members need to have some direction to communicate back to working group. 		
4.5	<ul style="list-style-type: none"> ▪ The CLC needs a chair to be the guardian of the process. 		
4.6	<ul style="list-style-type: none"> ▪ The project team will present options to the CLC and look for feedback. 		

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	Not sure of the ability to find a neutral chair. Everyone at the table has their own agendas.		
4.7	<ul style="list-style-type: none"> The CLC doesn't need a chair at this time, they would like to see Erinn Cousins and the project team to be the spokesperson and lead this group. 		
4.8	<ul style="list-style-type: none"> Another option that was brought forward was to use an independent facilitator if a chair could not be found. 		
4.9	<ul style="list-style-type: none"> It was decided to put the issue to a vote and the majority voted to have a chair of the committee. All members who would like to be considered for chair of the committee are to respond prior to the next meeting on January 29th so that Erinn can email the nominations to the committee prior to the meeting. At the start of the next meeting, a vote will be held to appoint a chair of the group. 	ACTION: To be considered for the Chair, please email Erinn Cousins erinn_cousins@bctransit.com with a resume or brief paragraph that will help the committee members reach a decision.	01/22/09
5.0	Open Discussion		
5.1	<ul style="list-style-type: none"> CLC Member - Are we looking at multiple options? Project Team - The committee will be looking all options, then will conduct a preliminary screening to narrow the list to only viable options that will undergo a full evaluation. 		
5.2	<ul style="list-style-type: none"> CLC Member - How does the committee fit in with the province and the island corridor foundation initiatives regarding the study on the E&N railway? Project Team - The E&N project is being managed by Ashok Bhatti, from the Ministry of Transportation. Ashok is on the BC Transit project team and will be working together with the province. 		
5.3	<ul style="list-style-type: none"> CLC Member - Has the project team looked at any of the current or upcoming projects that may interfere with the solutions the committee wants? Have you determined whether or not some of the projects should be put on hold until we have evaluated the options? Project Team – Yes; and one of the things the team is doing is working closely with all local municipal planners and there is a committee that meets on a regular basis. The municipal and local government planners are engaged in the process. There will be open communication on issues and they will be dealt with as they come. As for putting projects on hold, the project team does not have the authority to do that. Again, the team will work closely with the municipal planners and local government to bring issues forward. 		
5.4	<ul style="list-style-type: none"> CLC Member – With a diverse group of people on the committee, can we assume that the committee will be receiving information that has been prepared by staff experts? Project Team - Yes 		

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5.5	<ul style="list-style-type: none"> ▪ CLC Member - Congestion is not only a problem south of the Malahat. The CLC needs to ensure that they look at issues outside of the Capital Region. ▪ Project Team – This study will consider all major corridors, not only the Westshore to Victoria route. 		
5.6	<ul style="list-style-type: none"> ▪ CLC Member – Do know what our budget or the general funding is? ▪ Project Team – The short listed options will have cost estimates for comparison as part of multiple account evaluation. The budget will be established when the preferred option is endorsed. 		
5.7	<ul style="list-style-type: none"> ▪ CLC Member - How can the CLC proceed if they don't have a regional transportation authority? ▪ Project Team – Transit will coordinate with the local authorities and stakeholders to develop an option that will be forwarded to the province for approval & funding authorization. 		
6.0	<p>Media and the Public</p> <ul style="list-style-type: none"> ▪ There was discussion around the table on whether the CLC wanted the meetings open to the public and media. A vote was held, and the majority voted for keeping the meetings open to the public and the media 		
7.0	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ After a discussion with the group on meeting times, it was decided that the meetings would be on the last Thursday of every month, 12 pm until 2 pm at the CRD Building. <p>Next meeting: Thursday January 29th, 12pm to 2pm at the CRD Building.</p>		
8.0	<p>Adjournment</p> <ul style="list-style-type: none"> ▪ Meeting was adjourned at 1:54pm 		

Notes by: Dodie Cox
December 22, 2008