

ACCESSIBLE TRANSPORTATION ADVISORY COMMITTEE

Video/Conference Call (Teams), 520 Gorge Road East

MINUTES - Approved

For August 14, 2020, 10:30am

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| 1 | Call to Order at 10:31am | | Chair |
| | Pre-meeting presentation on new handyDART facility | For Info | Guest - Katie Hamilton |
| 2 | Confirmation of Quorum <ul style="list-style-type: none"> • Don Monsour, Suzan Jennings, Jan Robertson, Deirdre Syms, Chris Marks, Linda Frodyma-Beaudet, Isabel Sommerville • Supplemental Members – Mohan Kang • Staff – Kevin Schubert, David Guthrie • Regrets – Lorraine Collett, Susan Sowden, Sharmarke Dubow | | Chair |
| 3 | Approval of the Agenda <ul style="list-style-type: none"> • Motion to approve by Jan, 2nd by Suzan. • Suzan requested two items to be added. • Motion Carried | Approval | Chair |
| 4 | Approval of Minutes from May 22, 2020 <ul style="list-style-type: none"> • Motion to approve by Jan, 2nd by Suzan. No discussion. Carried | Approval | Chair |
| 5 | Chair's Remarks <ul style="list-style-type: none"> • The chair requested staff to provide an Overview of the Committee's Terms of Reference. • Kevin reviewed the purpose in advising the VRTC on plans and policies and emphasized it is not to review specific incidents encountered unless it relates to a potential review of policy or procedures. Member terms were noted along with the process of the nomination committee. • Isabel suggested a review be completed annually or possibly as part of nomination committee's advice to the VRTC. It was also noted the charter would benefit from reflecting meetings by virtual platforms. • ACTION: Staff to take away this advice and respond at next meeting | | Chair |
| 6 | Business Arising from Previous Meeting | | |
| | <ul style="list-style-type: none"> • Committee requested inclusion in the discussion of options to address awareness of courtesy seating in Marketing's workplan for 2020. <ul style="list-style-type: none"> ○ Staff response (May 22nd): Due to COVID other priorities have surfaced. This will be looked at in the coming months. ○ Staff response (Aug 14th): No further updates | For Info | BCT Staff |
| | <ul style="list-style-type: none"> • Staff to provide the Committee with the stats from the handyDART report to the VRTC <ul style="list-style-type: none"> ○ Staff response: (Aug 14th): Stats were distributed immediately following the last meeting and current stats were sent by e-mail August 13th | For Info | BCT Staff |
| | <ul style="list-style-type: none"> • Kevin and Don to review previous nominations and identify if a past nomination should be considered or if a new nomination process should be conducted. | For Info | BCT Staff |

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| | <ul style="list-style-type: none">○ Staff noted that based on the time of year and there being likely on one meeting left, that the nomination committee will meet and seek nominations in September/October with the intent to recommend a new slate of members to the VRTC at their November/December meeting. It was requested consideration be put to nominees who represent areas not fully represented on the committee.○ ACTION: Staff to initiate the nomination committee | | |
| 7 | Standing Items | | |
| | handyDART Statistics <ul style="list-style-type: none">● Dave Guthrie presented the first quarter April to June. handyDART <ul style="list-style-type: none">● Suzan noted there should be better awareness of the handyDART standby process. Dave mentioned they are looking into updates particularly to the automated process Nomination committee <ul style="list-style-type: none">● It was agreed this was covered earlier in business arising from Previous Meetings | For Info For Discussion | handyDART Staff Suzan |
| 8 | New Business | | |
| | <ul style="list-style-type: none">● No new business raised for discussion | | |
| 9 | Review of New Action Items <ul style="list-style-type: none">● Staff review action items arising from discussion | For Info | |
| 10 | Adjournment Motion to adjourn by Jan, 2 nd by Suzan. No discussion. Carried Next Meeting Date – October 9 10:30am | | Chair |