

Minutes of the December 9, 2013 Meeting

**British Columbia Road Safety Strategy 2015 and Beyond
Inaugural Steering Committee
December 9, 2013
Hemlock Room, Parliament Buildings, Victoria BC**

Attendees:

Sam MacLeod, Clayton Pecknold, Norm Parkes, (on behalf of Dave Duncan), Arlene Paton, Lisa Lapointe, Kellee Irwin, Dale Walker, (on behalf of Ian Munroe), Gary MacIsaac, Dr. Eric Young, Superintendent Denis Boucher, Chief Officer Neil Dubord, Dr. Roy Pursell

Regrets:

Dr. Ian Pike

Guests:

Minister Suzanne Anton, QC, Deputy Minister Lori Wanamaker, Andrew Ives, Neil Arason, Brenda Larkin

Item	Draft Minutes
Meet and Greet	Welcomed Minister Anton and introductions
Opening Remarks	Minister Anton provided welcoming comments and thanked everyone for attending. Mr. MacLeod presented a slide presentation to provide history and context of the strategy
Review of Terms of Reference	Dr. Young advised that he will replace Dr. Perry Kendall for the Office of the Provincial Health Officer
Section: Purpose of the BC Road Safety Strategy	ACTION: Mr. MacLeod and Ms. Irwin to discuss the upcoming June 2014 Vancouver American Association of Motor Vehicle Administrators (AAMVA) Conference and opportunities for linkage.
Section: Steering Committee (SC) Members	<p>There was discussion about considering additional Steering Committee representatives from the following groups:</p> <ol style="list-style-type: none">1. First Nations <p>s.13</p> <p>ACTION: Office of the Superintendent of Motor Vehicles (OSMV) to identify First Nations representation.</p> <p>s.13</p>

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Section: Role and Mandate of Steering Committee	<p>ACTION: Amend Steering Committee Terms of Reference to:</p> <p style="text-align: center;">s.13</p> <p>2. Reflect <i>pedestrians and cyclists</i> in safe road users working committee, and</p> <p style="text-align: center;">s.13</p>
Section: Governance	<p>MOTION: Mr. MacLeod to be appointed chair for the first two years and that a co-chair role be established in the second year. The co-chair will assume the chair position in the third year with this pattern repeating itself. Motion seconded and carried.</p> <p>ACTION: OSMV to update Steering Committee Terms of Reference to reflect the above</p>
Section: Expenses	No objections raised
Section: Collaborative Action Guidelines	<p>Discussion of the nature of the Steering Committee's role, including clarification that it does not have authority to make decisions impacting individual organizations' mandates. Consensus concluded:</p> <ul style="list-style-type: none"> • More will be done through persuasion and by working together. <p style="text-align: center;">s.13</p> <p style="text-align: center;">s.13</p> <p>It was clarified that the Steering Committee reports to the Minister of Justice.</p> <p>ACTION: Terms of Reference to be updated to reflect:</p> <ol style="list-style-type: none"> 1. decision-making authorities of Steering Committee, 2. what methods for making decisions that are within scope, 3. definition of a quorum, and 4. that the Steering Committee reports to the Minister of Justice.
Section: Meeting Cycle	<p>No objection was raised with respect to bi-annual meetings, and it was suggested that the Terms of Reference be updated to reflect that ad hoc meetings can be called at the discretion of the chair, and some business will occur over email.</p> <p>ACTION: OSMV to update Terms of Reference.</p>

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Assembly and Five Working Committees	<p><u>Road Safety Assembly</u> It was suggested to wait to establish a date for the assembly when working groups have had sufficient time to come into operation and realize some achievements.</p> <p><u>Working Committees</u> Discussion ensued that each working group would need some direction, would need to form their mandates based on the existing strategy, have annual work plans, and each elect their own chair.</p> <p>ACTION: OSMV to provide template for each working committee for consideration and approval by Steering Committee.</p> <p><u>Other</u></p> <p style="text-align: center;">s.13, s.17</p> <p>Point was made that research is very important and that the jurisdictions with the best road safety performance have strong research centres. It was felt that the Steering Committee and the strategy must have good access to road safety research capacity.</p> <p>ACTION:</p> <p style="text-align: center;">s.13</p> <p style="text-align: center;">s.13, s.17</p>
Summary of Next Steps	<ol style="list-style-type: none"> 1. OSMV to revise Terms of Reference in accordance with these minutes and then re-submit to Steering Committee members for approval 2. OSMV to prepare a template Terms of Reference for the working committees and submit to Steering Committee members for approval 3. OSMV to arrange a call-out for expressions of interest on five working committees 4. Discuss timing and make-up of General Assembly meeting at the next bi-annual Steering Committee meeting. 5. OSMV to explore First Nations representative. <p style="text-align: center;">s.13</p> <ol style="list-style-type: none"> 7. OSMV to distribute minutes of meeting and provide list of individual names of people who were involved in the development of the strategy (in 2012).
Closing Remarks	<p>No other business identified Meeting adjourned at 3:00pm</p>