

HUB Vancouver/UBC Committee Meeting Minutes

April 15th, 2014

Location: HUB Office
1-828 W 8th, Vancouver

Attendees: Lisa (co-chair), Neal, Jen, Jeff (new co-chair), Leslie (minutes), Clark, Heather (vice chair, left early), Maya, Richard, Arno, Scott, Don, Gili

Key Action Items

Everyone	Continue to test out the bike network questionnaire (a shorter URL is in the works): https://docs.google.com/forms/d/13lvSCZxijWvQqoukaEsRPMHBUV9IUu8lr2soH6Kx27w/vie/wform
Neal	Follow up with Adam regarding leading the Car Free Zones working group.
Neal	Send new Commercial Drive group name to Lisa.
Jeff	Update and circulate "spot improvement" checklist

Call to Order: 18:30

1. Quick Introductions and new member welcome.
2. Review of Previous Minutes (March 18th, 2014): Approved, with the note that Neal's name is listed twice on the attendees list. These can be uploaded to the wiki. A reminder that the meeting Chair should review the minutes before posting.
3. Review of Agenda: Two additional working groups added to agenda: Early Childhood Cycling Education, and City of Vancouver Capital Plan. (See below.)
4. Announcements (see also <https://bikehub.ca/>):
 - a. New update sheet at meetings - feel free to write your updates on the "update sheet" on the wall.
 - b. Bike the Blossoms ride (Lisa): Sat, April, 26th. See: <http://www.vcbf.ca/community-event/bike-the-blossoms>
 - c. John Hendry Park - Trout Lake – Master Plan (Lisa): Open house materials and questionnaire will be available online April 16-30 at vancouver.ca/john-hendry-park <<http://vancouver.ca/parks-recreation-culture/improving-john-hendry-park.aspx>>
5. Committee Co-Chairs and Vice Chairs (Lisa): Lisa and Jeff will now co-chair the committee, and Heather will act as the vice-chair.
6. Confirm Committee Priorities (Lisa): 2014 Priorities are the working group topics below plus: Social Rides, Bike Parking/End of Trip Facilities and Cycle Tracks on Commercial Streets.
7. Confirmation of Working Group and Updates:
 - a. **Emerging Issues / Possible Media:** Leads & Members: Jeff, Lisa, and Heather. Assistance with writing "action letters": Ariel, Jen, Bianca, Jess, Joe, Mike. No updates this month.

- b. **Assessment Rides:** *Members: Jeff (lead), Clark, Richard, Arno Gili, Maya, Mike.* Jeff is taking the lead on the administrative side of this group: creating guidelines and processes for reports and clarifying insurance requirements, for example. He is looking for feedback from the City on formatting of reports.
- The Pine Street report is posted on the Van/UBC Committee wiki: (<http://wiki.bikehub.ca/committees>), and will be forwarded to the City shortly. The Burrard Street ride is going through the internal approval process. (note: both have been forwarded to the city)
- For more information see: <https://bikehub.ca/get-involved/groups-committees/vancouver-ubc>
- The next assessment ride will be organized by email.
- c. **Complete Bicycle Network – now Cycling Concerns:** *Members: Cail (lead), Clark, Neal, Jens, Scott, Bianca, Arno, Adam, Alex, Heather, Jacinthe, Richard, Sylvain.* Meeting date has been changed to the second Tues to occur before the monthly Van/UBC meeting. The group has been renamed “Cycling Concerns”, and will coordinate with Bike to Work Week regarding collection of feedback provided by commuters. The link to the questionnaire (listed above) can be forwarded more widely, and the group will look into shortening the URL.
- d. **Elections:** *Members: Lisa (lead), Aaron, Jeff, Rebecca.* Lisa is still looking for some assistance in taking the lead. The Regional Advisory Committee (RAC) is meeting shortly and will about draft a list of questions for municipal candidates.
- e. **Transit referendum :***Members: Arno and Richard (leads), Lisa.* The group is putting together a submission for the Mayors’ Council. They are hoping to meet with the head of the Mayors’ Council, Greg Moore, or Geoff Meggs, Vancouver’s representative.
- f. **Kent Avenue :***Members: Jeff (lead), Leslie, Ron.* Have established a charter. Planning an assessment ride on Sunday, May 11th. Invitation will go out by email.
- g. **Bike Share :***Members: Neal (lead), Bianca, Scott, Laura.* Please let Neal know if you are interested in getting involved. Working on establishing a plan for moving forward.
- h. **Early Childhood Cycling :** *Maya (lead).* Bill Hamilton (former HUB Program Manager, Bike Education) is helping Maya with her proposal. Maya is connecting with a number of possible resources to see about partnerships and support, and the Jewish Community Centre Daycare Program has expressed an interest.
- i. **NEW: City of Vancouver Capital Plan** *Members: Richard (acting lead), Arno, Jeff, Lisa.* This group will look into encouraging appropriate cycling expenditures in the COV capital budget
- j. **Liaison Roles:**
Commercial Drive Action Group (Neal): No update. [Info here](#).
UBC (Jens): No update.
8. **Review of Committee Processes** (Jeff): Jeff has created a document entitled “HUB/Van Committee Working Group Procedures” which provides guidelines on the formation and operation of working groups under the umbrella of the Vancouver/UBC Committee. The

document includes a lot of helpful information for new members and will be shared with new committee members.

General Updates

9. Updates from Working Groups (see above.)
10. Spot Improvements (Jeff): What is HUB Vancouver's "top ten" list of "spot improvements" we would like to see in the City? (Note we are focusing on larger issues, not minor repairs which should be reported to 311). Jeff has put together a list with input from the Complete Bicycle Network committee, Assessment ride reports and a couple of other sources. The City does have a list, but is looking for input from the Committee as well. Discussion ensued about the draft list of priorities, and Jeff will update and circulate before sending to the City. List will be on committee wiki
11. [Active Transportation Policy Council](#) (ATPC) (Lisa): A reminder that everyone is welcome to attend meetings. The committee has developed priorities for 2014, including bike parking, bylaw changes, increase in active transportation budget, support for the active transportation promotion and enabling plan and the "zero traffic fatalities" goal. The ATPC will be meeting with Councilor Heather Deal shortly.
12. UBC Update: Not discussed.
13. HUB Board Meeting Summary (Jeff): The Board is more interested in being connected to the local committees. Recent activities/decisions include: Committee handbook developed and circulated; local committees are to develop Terms of Reference Documents; working on activity member and volunteer recruitment strategy; participation in Bike to Work & School week is up. We have formally changed the name of our organization from Vancouver Area Cycling Coalition to HUB Cycling.
14. Kits Seaside Bike Path (Lisa): Not discussed.
15. John Hendry Park Master Plan (Lisa); Not really discussed, however see Announcements above.
16. BC Hydro Participation Invitation (Jeff): HUB has been invited to participate in discussions around changes to the substation on Ontario Street (bike route). We will likely monitor, but not get directly involved. If interested, please contact Jeff.

The structured meeting was adjourned at: 20:00. Small group (working groups and other) conversations followed.

Next meeting: Tuesday, May 20th at 18:30