

## HUB Vancouver/UBC Committee Meeting Minutes

January 14th, 2014

**Location:** HUB Office  
1-828 W 8<sup>th</sup>, Vancouver

**Attendees:** Clark, Colin B, Colin S (HUB Director, Marketing, Communications and Campaigns), Sarah, Leslie (minutes), Jeff, Ron, Neal, Cail Lisa, Gili, Maya, Christine (AMS Bike Co-op), Arno (Board member), Richard, Rebecca, Ariel, Dan, Bianca, Mike, Martin (MEC), Jen B. (Board member)

### Key Action Items **time frames in agenda**

Lisa	Circulate Active Transportation Policy Council (ATPC) agendas for input (likely through the listserv)	
Clark	Organize next assessment ride through the listserv	
HUB Board	Provide Terms of Reference template for all committees	
Jen & Arno	Report back on insurance requirements for group social rides	
Lisa	Follow up with committee "regulars" to discuss possible new time and day for meetings	

Call to Order: 19:05

1. Quick Introductions and welcome
2. Review of Previous Minutes (November 27<sup>th</sup>, 2013): Approved.  
**Reminder: HUB's wiki: [Wiki.bikehub.ca](http://Wiki.bikehub.ca)**
3. Review of Agenda: Approved with no additions. The primary focus of this meeting is to set priorities for 2014.
4. Announcements (see also <https://bikehub.ca/>):
  - a. Introduction to two new HUB staff members: Tim Welsh, Director of Programs, and Colin Stein (present), new HUB Director of Marketing, Communications and Campaigns. Colin spoke about his role within HUB and how he sees this role evolving. In terms of the Vancouver committee, Colin sees his role to be campaigning and raising HUB's profile in ongoing Vancouver issues.

5. Assessment Rides: (Clark): Assessment rides review existing or potential bike routes. The last assessment ride was of Pine St/Burrard St, north of Broadway. The report is almost complete.

Jeff is reviewing the assessment ride process to determine if there are ways of making it more efficient. We are also working with the City to determine the best format for presenting ride information to them.

We need to stay informed about any potential bike routes the City is considering adding or improving so we can provide feedback.

There has been a recent change in leadership and staff in the Transportation Department at UBC, and the hope is that bikes will be ever more included in planning. The AMS Bike Co-op will be starting their own assessment rides beginning January 26<sup>th</sup>. Meet at 13:00 at the Bike Kitchen for a review of East Mall. Contact Christine ([director@bikecoop.ca](mailto:director@bikecoop.ca)) for further information.

Next Vancouver assessment ride TBD. Please email Clark ([clarknikolai@gmail.com](mailto:clarknikolai@gmail.com)) if you have any route suggestions.

6. Complete Bicycle Network (Cail): 2014 is seen as a “visioning year”. The committee is in the process of setting up a web based form for cyclists to report hazards or deficiencies on cycling routes. Ultimately, the committee would like to create “action” documents for the Vancouver committee, based on the feedback received.

If you are interested in volunteering on this committee, please contact Cail ([callin7@gmail.com](mailto:callin7@gmail.com)), or Clark (email above). In particular they are looking for someone with web applications skills.

7. Committee Meeting Structure (Lisa): Discussions ensued about possible changes in day, start time and organization of the meeting. Pending discussion with the committee “regulars” who were not currently present, a possible move to Tuesday evening with a start time of 18:30 was agreed upon. It was also suggested, and generally agreed upon, that the format should be a general meeting from 18:30 to about 20:00 with small group discussions from 20:00 onwards. **NOTE:** subsequently, realized that 4<sup>th</sup> Tues office isn’t available. Stick to 4<sup>th</sup> Wed for now. Also plan to remove “announcements” from the agenda & put paper up for announcements with people’s names next to announcements so that interested people can follow up after 8pm

We may add time limits to agenda items to keep discussion on time. A suggestion was made to keep the introductions, especially for regulars, short and to the point.

8. Committee Roles (Lisa):

We agreed to put a synopsis of the Vancouver committee purpose on the HUB webpage. Key roles with contact information should also be included. Rebecca has offered to be the Vancouver committee’s social media liaison with HUB.

9. Committee Priorities for 2014: Note that these listed priorities are to be discussed a little more at the Feb meeting with a goal of weeding out items that aren’t priorities, assigning lead roles and group members to other items and, where no one to take on, putting on the back burner until a lead found. Names in brackets are those who have agreed to be involved in some way in the issue listed. Underlined have offered to lead. Note if you’re interested in helping to lead, let us know! Note that some of these sub committees groups are already active.

- Ⓟ Emerging Issues and Responding to Media Requests (generally chairs but will look to “Emerging Issues” Role)
- Ⓟ Assessment Rides (Clark, Gili)
- Ⓟ Complete Network group (Clark and Cail)
- Ⓟ Social rides (pending review of insurance limitations) Work with MEC?
- Ⓟ Cycling Education (Maya)
- Ⓟ Organize for municipal election
- Ⓟ Future Car Free Zones (Adam, Neal, Bianca)
- Ⓟ Action letters on Issues (Ariel –lead?, Jen, Bianca)
- Ⓟ Bike Share (Bianca)
- Ⓟ Helmet Law – Regional Advisory Committee is working on this (Bianca)
- Ⓟ Connect with potential partners (both friendly and adversarial groups)
- Ⓟ Transit referendum (with Get on Board etc)

- ⌚ Bike Parking and End of Trip Facilities (Colin B, Bianca, Dan)
- ⌚ Kent Ave (Leslie, Ron- lead?, Juergen, Colin S)
- ⌚ Commercial Drive – to pursue once neighbourhood has started its own work on this
- ⌚ Driver Education- (Sarah –lead?, Neal)

The meeting was adjourned at 21:10

**Next meeting (new time) Wed. February 26th at 18:30**