

Meeting Location:

- Boardroom, Coquitlam Public Library, City Centre Branch (1169 Pinetree Way, Coquitlam)
- Google Meet

Attendance

Person	Affiliation
Andrew H	Tri-Cities Committee
Colin F	Tri-Cities Committee
Colleen M	Tri-Cities Committee
Dragana R	Tri-Cities Committee
Leon L	Tri-Cities Committee
Paul W	Tri-Cities Committee
Rob A	Tri-Cities Committee
Vince H	Tri-Cities Committee
Dave R	Maple Ridge-Pitt Meadows Committee
Peter Y	Maple Ridge-Pitt Meadows Committee
Sigrun G	Maple Ridge-Pitt Meadows Committee
Robert W	New Westminster Committee
Sheila Hui	Ministry of Transportation and Infrastructure (MOTI)

Discussion with Sheila Hui – Mary Hill Bypass, Port Mann Bridge to Shaughnessy St

Due to the sensitive nature of this discussion, the notes for this section have been redacted.

Ratification of Previous Meeting's Minutes

- The committee agrees the previous meeting minutes are accurate.

Report from Co-Chair #1: Andrew Hartline

- The letter to Coquitlam for United Boulevard has been sent out. Thomas has responded: Coquitlam is currently moving into the design phase for a proper AAA connection. Coquitlam's hired engineering consultants have completed surveying and feasibility.
- Question from Paul regarding the riverfront greenway. Andrew notes it's on the backburner as it will take decades to acquire the right-of-way via redevelopment. HUB pushed for "behind the box stores" solution for several years. Although there would be fewer intersections compared to using the road, issues such as ROWs, private land, and riparian concerns are burdensome.
- Andrew notes he is back on the Port Moody Transportation Committee. Port Moody has restarted the group with the same members. This will provide Andrew the opportunity to work with other active transportation-focused members and receive early reports from engineering. Andrew is not sure who the Chair is from Council. Andrew may also make a presentation to the committee at any time if he would like.

Report from Co-Chair #2: Colin Fowler

- Colin notes he has rolled out new templates and trackers for the committee.

Report from the Infrastructure Lead (Vince)

- Vince has taken over the gap spreadsheet. Notes for new members that approximately 160 gaps have been identified. Three gaps closed since the beginning of year (Gatensbury from Regan to Port Moody closed via new MUP, Sumiqwuelu lands closed via new signage, Lougheed highway from Christmas Way to Pinetree closed via new MUP). This has been updated on the spreadsheet and updated on our gap map.
- The path has been reinstated at Mundy Park on southwest side next to the works yard
- Vince notes he attended a meeting with Port Moody last week regarding the Seaview Lands (between Glenayre Park and St Johns). Vince attended this meeting and noted a very pro-bike atmosphere. Clarke Drive bisects the



HUB Cycling Tri-Cities Committee Meeting Minutes

Meeting Date:

March 7, 2023

Minutes Ratified:

April 4, 2023

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area and proves dangerous for people attempting to cross it, such as parents with children. The group hopes to see safer streets.

- Vince confirmed Aaron Dixon is still our contact at Coquitlam.

Report from the Trails & Greenways Representative (Leon)

- Leon notes his role is to connect greenways via Trans-Canada Trail. Lots of dead ends in streets, lanes, or other areas where navigation can be difficult.
- Leon notes significant work with First Nation recently – working to get First Nations on board especially with Great Blue Heron Way. Riverview/Sumiqweulu is part of this, with significant heritage concerns present
- Leon notes significant number of greenways through Tri-Cities. Issues with signage & awareness/wayfinding.

Action Item Review

- The committee reviewed the [Action Item list](#). Progress updates are shared on the attached pages.

Updates

Oakdale Letter

- Dragana notes no updates regarding the Oakdale letter. This item will be removed from subsequent agendas.

United Boulevard Letter

- Andrew notes update per his executive report. This item is closed and will be removed from subsequent agendas.

Approval of New Member Brochure

- The committee approved the [New Member Brochure](#). This item will be removed from subsequent agendas.

Action Item: Colin will submit the brochure to approvals for signoff. Following each meeting, Colin will send it out to new members.

Sumiqweulu

- No additional updates on this item as the signage is complete. This item will be removed from subsequent agendas.

New Items

Approval Request – Clarke St Protected Bike Lane letter

- The committee approved the [Clarke St/Guildford Way letter](#).

Action Item: Colin will submit the letter to approvals for signoff. Following this, Colin will submit it to Port Moody Council as well as Geoffrey Keyworth.

Coquitlam Road Safety Strategy

- It is noted that Coquitlam has launched the RFP for a road safety strategy. The City hopes to obtain a consultant to perform work such as data analysis and making recommendations on safety improvements, especially near schools and for vulnerable road users. This is very positive.

Lougheed MUP – Westwood to Pinetree

- Coquitlam has launched the tendering process for a MUP on the north side of Lougheed Highway between Westwood Street and Pinetree Way. The MUP is at least 3.5m wide and is expected to be useable by mid-August.

Action Plan Tracking

- The committee reviewed the [Action Plan Tracker](#). Progress updates are shared on the attached pages.
- The committee resolved to hold a meeting with the Kwikwetlem First Nation

Action Item: Colin will reach out to the Kwikwetlem First Nation to inquire about a meeting.



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Top 10 Gaps – Last Noted Action

- The committee reviewed the [Last Noted Action](#) tracker. Progress updates are shared on the attached pages.

Action Item: Colleen will contact relevant parties regarding the Sasamat Greenway to look for meaningful ways to move the conversation forward.

Top 10 Gaps – Advocacy Tracker

- The committee reviewed the [Advocacy Tracker](#). Progress updates are shared on the attached pages.

Action Item: Colleen will write a letter for the Sasamat Greenway once she ascertains direction in speaking with stakeholders

Next Meeting

Date/Time:

Tuesday, April 4 at 6:30 PM

Location:

- Board Room, Coquitlam Public Library, City Centre Branch (1169 Pinetree Way, Coquitlam)
- Google Meet
 - <https://meet.google.com/rgn-hnsh-ucw>
 - To join by phone, dial +1 604-774-6771 and enter this PIN: 499 951 324#



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Action items from our meetings

Updates following March 7, 2023 Meeting

#	Origin Date	Item	Responsible	Update?	Update date	Status
1	2022-11-01	Almost all candidates were enthusiastic about eliminating parking minimums. This could be worth mentioning to city staff	Colin	Colin to send email to Coquitlam email re parking minimums. Colin to send email to Coquitlam regarding improving bike parking in civic facilities - Poirier is a good example	2023-03-07	Not started
2	2022-12-06	Colony Farm trail flood update - grant application submitted. Thomas Thivener said the City would hear back in the spring of 2023.	Colin	Colin reached out to Thomas. We'll find out more about the status later in the spring with design work, if the grant is successful. It is expected the design work will take until spring 2024. Colin will follow up in May.	2023-03-04	In Progress
3	2023-01-03	Committee to send letter to Coquitlam regarding United Boulevard	Andrew	Andrew has submitted the letter to Thomas Thivener. Thomas notes functional design work has just begun via external engineering consultants, with survey work and planning assessments both complete. Thomas was unable to provide a timeline for completion of the design.	2023-03-07	Complete
4	2023-01-03	Vince to confirm if Aaron Dixon is on parental leave	Vince	Aaron has confirmed he continues to be our primary contact for cycling infrastructure in Coquitlam.	2023-02-27	Complete
5	2023-01-03	Andrew to discuss the status of the Transportation Committee with Port Moody	Andrew	Port Moody has reinstated the Transportation Committee. Andrew is a member again.	2023-03-07	Complete
6	2023-02-07	Vince to send list of completed gaps to Jeff Leigh for removal from Gap Map	Vince	Vince has done this.	2023-02-25	Complete
7	2023-02-07	Colin to build "Matrix" for gaps, news articles, and letter options	Colin	Colin completed this and sent it to committee for review	2023-02-12	Complete
8	2023-02-07	Colin to build onboarding package for new members	Colin	This has been approved by HUB Central and sent to the committee, as well as new attendees from last night's meeting.	2023-03-08	Complete
9	2023-02-07	Colin to reach out to MOTI to invite them to a future HUB meeting to discuss the Mary Hill Bypass gap.	Colin	Sheila Hui will be attending the March 7 meeting.	2023-02-15	Complete
10	2023-02-07	Dragana to send emails to TORCA, Force of Nature, and Tri-Cities Cycling	Dragana	Joined Burnaby HUB committee Discord in Dec 2022. Exchanged emails with Ken Porter (TORCA) on Feb 28, 2023. Sent email to Force of Nature (organizer@forceofnaturealliance.ca) on Feb 28, 2023. Exchanged emails with Rachel from Tri-Cities Cycling on Mar 2, 2023.	2023-02-28	In Progress
11	2023-02-07	Colleen to encourage Tri-City News to write an article on the Sumiqwuelu pathway	Colleen	Colleen has reached out to Mario Bartel. Interview date is March 9 (or 16)	2023-03-07	In Progress
12	2023-02-07	Dragana to monitor for response to the Oakdale letter	Dragana	Forwarded our Oakdale letter to Tri-Cities Dispatch, Oakdale Neighbourhood Association and Burnaby HUB Committee on Jan 7, 2023.	2023-01-07	In Progress
13	2023-03-02	Dragana to monitor and update TriCityFix app	Dragana			Ongoing
14	2023-03-02	Dragana to update gaps and "data dashboard" maps	Dragana			Ongoing
15	2023-03-02	Dragana to collect info on snow clearing	Dragana	Received update from Mike Por, City of PoCo on Feb 28, 2023. Port Coquitlam plans to create a snow clearing map at a later date. Mike noted off-street MUPs are a priority for snow clearing & brining to prevent ice.	2/28/2023	In Progress
16	3/7/2023	Colin to reach out to the KFN for a meeting	Colin			Not started
17	3/7/2023	Colin to send New Member Brochure to members	Colin	Colin sent to new meeting attendees.	3/8/2023	Complete
18	3/7/2023	Colin to send Clarke/Guildford PBL letter to Port Moody	Colin	Letter approved & sent to Port Moody. Currently awaiting response.	3/9/2023	In Progress
19	3/7/2023	Colleen to reach out to her connections regarding the Sasamat Greenway.	Colleen			Not started



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Tracking for our 2023 Action Plan

Updated following the March 7, 2023 meeting

https://wiki.bikehub.ca/index.php?title=TriCities_Committee_Priorities_For_2023

Item #	Item	Responsible	Update	Update Date	Status
Improve relationships with local governments		Andrew			In Progress
1.1	Have a committee meeting with a representative from the KFN	Andrew	Colin will reach out to the KFN to invite them to a meeting	2023-03-07	Not Started
1.2	Have a committee meeting with a representative from each of PoCo, Port Moody, or Coquitlam staff or council	Andrew			Not Started
1.3	Have a committee meeting with representatives from MOTI and Metro Vancouver in 2023	Andrew	MOTI has attended our March 2023 meeting	2023-03-07	In Progress
1.4	Have email correspondence with Belcarra or Anmore representatives at least once	Colleen	Colleen has received email correspondence from Belcarra Councillor Clark regarding Belcarra priorities.	2023-02-18	Complete
2	Keep apprised of ongoing development in cities	Kathryn, Vince, Andrew, Colleen			Ongoing
3	Write one letter, hold a stakeholder meeting, or a get new story in the local press about each of the Top 10 gaps	Andrew	Work underway - view our progress here https://docs.google.com/spreadsheets/d/1Vni5HsTayMCJPMi602BHcwpyHRB3mjXZ3Gig2Y_Del4/edit?usp=sharing	2023-02-25	In Progress
Improve Committee Focus & Efficiency		Colin			In Progress
1	Set up meeting structure to bolster "long-term memory" and keep track of long-term items	Colin	Colin has built templates, guides, and meeting agenda format to support this	2023-02-25	Complete
2	Read mission statement at beginning of every meeting	Colin	This is built into the meeting agendas and we're unlikely to forget.	2023-02-25	Ongoing
3	Review Top 10 Gaps at the beginning of every meeting	Colin	This is built into the meeting agendas and we're unlikely to forget.	2023-02-25	Ongoing
4	Review Action Plan priorities at the beginning of every meeting	Colin	This is built into the meeting agendas and we're unlikely to forget. Additionally, Colin has built this tracker to ensure we can keep track of priorities.	2023-02-25	Ongoing
5	Set aside a few minutes in every meeting to decide on next month's Action Plan priorities	Colin	Added to new agenda	2023-02-26	Ongoing
6	All meeting agendas should have links to Gap List & Action Plan	Colin	Added to new agenda	2023-02-26	Complete
7	Ensure all new members get a link to the wiki page that includes easy access to gap list & action plan	Colin	The committee has approved the draft new member package. Colin has sent it to approvals.	2023-02-07	In Progress
Improve Integration with Community		Dragana & Colleen			In Progress
1	Use Tri-City Fix to keep track of citizens' cycling concerns	Dragana			Ongoing
2	Use MailChimp metrics to keep track of our reach. Colin will review metrics in viewership & opens in March, June, September, and December to determine trends and make any adjustments.	Colin	March 7 - Continuing on trend of "opens" in the mid-high 50% range. Views are stable.	2023-03-07	Ongoing
3	Have at least four articles in the Tri-City News this year	Colleen	One article in progress.	2023-02-25	In Progress
4	Have a booth at 3 different events	?			Not Started
5	Update booth gifts & items	?	Committee decided the booth gifts are sufficient.	3/7/2023	Complete
6.1	Reach out to Tri-Cities Cycling at least twice per year	Dragana	Dragana reached out to Tri-Cities Cycling on March 2. Action is 1/2 complete.	3/7/2023	In Progress
6.2	Reach out to TORCA at least twice per year	Dragana	Dragana reached out to TORCA on February 28. Action is 1/2 complete.	3/8/2023	In Progress
6.3	Reach out to Force of Nature at least twice per year	Dragana	Dragana reached out to Force of Nature on February 28. Action is 1/2 complete.	3/9/2023	In Progress



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Last Noted Action on each of our Top 10 Gaps

Updated following the March 7, 2023 meeting

#	Gap	LRA Date	Aging (Days)	Action	Result
8	Rogan Avenue, Coquitlam	0	3/11/2023	NA	
9	Mariner Way at Austin to Lougheed Highway at Colony Farm Road, Coquitlam	0	3/11/2023	NA	
3	Pitt River Bridge to Coquitlam Centre	2022-03-29	347	Letter to PuCo to support grant funding for new Coquitlam River bridge on Lougheed	Unknown
5	Sasamat Greenway, Belcarra/Anmore/Port Moody	2022-04-25	320	Defeated by Belcarra Council	
10	Moray Street from St Johns Street to Como Lake Avenue, Coquitlam/Port Moody	2022-05-03	312	Committee decided to pause advocacy for this route	NA
6	Coquitlam Central Station to the Port Mann Bridge, Coquitlam	2023-01-21	49	Signage through Sumqiwetu	New signage achieved.
1	United Boulevard, Coquitlam	2023-03-03	8	Letter to Coquitlam	Thomas Thivener has noted the City is currently initiating design work on a MUP following topographical surveys.
7	Mary Hill Bypass, Port Coquitlam/Coquitlam	2023-03-07	4	Meeting with MOTI	Sheila Mui attended the MUB meeting and provided insight into MOTI's operations and decisions.
2	Guildford Way, Coquitlam	2023-03-10	1	Letter to Port Moody	TBD
4	Clarke Street, Port Moody	2023-03-10	1	Letter to Port Moody	TBD





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Gap Advocacy Tracker

All gaps to receive one news article, letter, or meeting

*Items below should be DATED. I.e. if a letter was sent for Gap 3 in April 2023, you'd see "April 2023" in the "Letter" column for Gap #3

Updated following the March 7, 2023 meeting

#	Gap	News Article?	Letter?	Meeting?
1	United Boulevard, Coquitlam		March 4	
2	Guildford Way, Coquitlam / Port Moody		March 9	
3	Pitt River Bridge to Coquitlam Centre, Coquitlam / Port Moody			
4	Clarke Street, Port Moody		March 9	
5	Sasamat Greenway, Belcarra/Anmore/Port Moody		TBD	
6	Coquitlam Central Station to the Port Mann Bridge, Coquitlam			
7	Mary Hill Bypass, Port Coquitlam/Coquitlam			
8	Regan Avenue, Coquitlam			
9	Mariner Way at Austin to Lougheed Highway at Colony Farm Road, Coquitlam			
10	Moray Street from St Johns Street to Como Lake Avenue, Coquitlam/Port Moody			

