

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 |
| Dragana R | Tri-Cities Committee |
| Cindy M | Tri-Cities Committee |

Ratification of Previous Meeting's Minutes

- The members present agree the previous meeting minutes are accurate.

Report from Co-Chair #1: Andrew Hartline

- Andrew, Leon, and Colin attended the Port Moody council meeting on March 14. Council unanimously voted in favour of allocating \$24,000 to study protected bike routes on Guildford Way and Clarke Street following an amendment from Councillor Agtarap.
- Port Moody's Transportation Committee is resuming monthly meetings. Andrew will be attending the first meeting April 19

Report from Co-Chair #2: Colin Fowler

- Hub Cycling Tri-Cities was in the news twice last month – once for Port Moody's vote on Guildford/Clarke and once for the Riverview/ Sumiqwuelu pathway
- Coquitlam's launch of tendering today (April 4) for the Guildford Way protected bike lanes between Johnson Street and the Port Moody border represents a massive win for the committee following years of work. Colin stressed his gratitude for the committee and people who have been advocating for decades for safer conditions.

Report from the Infrastructure Lead (Vince)

Vince provided the following report in advance:

- Jeff Leigh confirmed he updated the master gaps map incorporating the 3 gap completions Vince sent him in January. Vince also rode the MUPS along Lougheed Leon identified as needing to be cleared of blackberries. The western side between the skytrain station and Dewdney Trunk road has been cleared. The western side looked OK but will need clearing once the canes begin to grow later this spring. Vince will keep track of this.
- Re: Regan Ave: Vince has contacted Aaron Dixon to get an update on this project. In summary, work is ongoing, in a preliminary stage at the moment. The city has provided their consultants with all necessary data and they've started digesting it to provide conceptual level options for routing and design. There are houses along Regan between Robinson and Guiltner. Therefore, the city is looking at diverting N-S somewhere along the route. Likely by late summer, there will be public engagement on this project to further inform design options and possibly routing options.

Action: Vince to check the Coquitlam website regularly to identify public engagement opportunities.

Report from the Trails & Greenways Representative (Leon)

Leon was not in attendance this meeting.



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HUB Cycling Tri-Cities Committee Meeting Minutes

Meeting Date:

April 4, 2023

Minutes Ratified:

May 2, 2023

Action Item Review

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

New Items

Updated Wiki & Easier access to Committee-made things

- Dragana has not had time to reorganize the website.

Action items:

- Dragana to find a place on the Wiki to add committee-made maps
- Dragana to find a place on the Wiki to add municipalities' snow response
- Andrew to update the Service Requests Wiki page to include more information on contacting cities
- Colin to send his received community feedback to Dragana to add to the maps

Regan Avenue

- Dragana has not had time to begin the Regan Avenue letter. It is suggested by Cindy that schools on the route may serve as allies for improving road safety. The letter will be put on pause temporarily while the city develops its plans.

Action: Colin to reach out to HUB Central to obtain contacts at the three schools to discuss.

Bollards – Glen at Pipeline

- Cindy notes the City has removed some bollards on Glen Drive at Pipeline Road following her request. Cyclists are now able to travel eastbound to the intersection between the bollards, rather than having to share mixed traffic with vehicles.

Citizen Advisory Committees - Coquitlam

- Cindy notes the City of Coquitlam has advisory committees. One such committee is the Community Safety Advisory Committee, which deals with issues such as traffic safety.

Action Plan Tracking

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

Top 10 Gaps – Advocacy Tracker

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

Action: Andrew to reach out to Port Moody to invite representatives to our May meeting to discuss items such as Gap #10 – Thermal/Moray from St. John's Street to Como Lake Avenue.

Next Meeting

Date/Time:

Tuesday, May 2 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 April 4, 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 | Thomas Thivener from Coquitlam has responded to Colin's question regarding the citywide parking review, noting Kathy Ho's departure has put a pause on the initiative, but the City currently has the resources to complete the project and is looking to restart the review later this year. Thomas further noted the current Strategic Transportation Plan review will also provide "high-level parking policy implications". Colin has sent an email to Coquitlam regarding improving bike parking in existing civic facilities and questioning if bike parking will be well-lit, covered, and within good sightlines for Spani Pool and the Northeast Community Centre | 2023-03-22 | In Progress |
| 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 |
| 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 | Complete |
| 11 | 2023-02-07 | Colleen to encourage Tri-City News to write an article on the Sumiqlwuelu pathway | Colleen | Complete - article posted March 18 | 2023-03-18 | Complete |
| 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 | Colin phoned March 20 but has not received a response. Colin has followed up several times. | 3/20/2023 | In Progress |
| 18 | 3/7/2023 | Colin to send Clarke/Guildford PBL letter to Port Moody | Colin | Port Moody Council has passed a motion to prepare an options analysis for protected bike lanes on Guildford Way & Clarke Street. Timeline is undetermined but is not expected to be "very long". | 3/14/2023 | Complete |
| 19 | 3/7/2023 | Colleen to reach out to her connections regarding the Sasamat Greenway. | Colleen | | | In Progress |
| 20 | 3/8/2023 | Committee to come up with new ways of featuring maps on website or other media | Dragana | | | Not started |
| 21 | 3/8/2023 | Letter for Regan Avenue bike route | Dragana | | | Not started |
| 22 | 4/4/2023 | Colin to send all community feedback emails to Dragana. Dragana will then put them into the community feedback tracker. | Colin / Dragana | | | Not started |
| 23 | 4/4/2023 | Colin to email HUB's bike education division to get contact points from schools along Regan Avenue | Colin | | | Not started |
| 24 | 4/4/2023 | Dragana to find spot on Wiki to list municipalities' snow responses | Dragana | | | Not started |
| 25 | 4/4/2023 | Andrew to fix "Service Requests" page on Wiki to be in-line with our New Member brochure contact information. | Andrew | | | Not started |
| 26 | 4/4/2023 | Andrew will ask Port Moody to attend the May or June meeting. | Andrew | | | Not started |
| 27 | 4/4/2023 | Vince to continue to check with Coquitlam for surveys for Regan Avenue. | Vince | | | Not started |



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Tracking for our 2023 Action Plan

Updated following the April 4, 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 has reached out to the KFN multiple times with no response | 2023-04-04 | Not Started |
| 1.2 | Have a committee meeting with a representative from each of PoCo, Port Moody, or Coquitlam staff or council | Andrew | Andrew will reach out to Port Moody for the May or June meeting. Coquitlam will be attending our June/July meeting. | 2023-04-04 | In Progress |
| 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/1YnJShtsTayMcJPMi60ZBHcwpvHrB3mXZ3Gig2Y_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 new member package is approved. Colin will send this to new members when necessary. | 2023-03-11 | Ongoing |
| 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 | April 4 - Noted that our percentage open rate remains in the mid-high 50% range (56-58%), but the mailing list is quickly growing. Whereas October was 145 opens, we are now at 167. | 2023-03-07 | Ongoing |
| 3 | Have at least four articles in the Tri-City News this year | Colleen | 2/4: -Tri-Cities Dispatch article on Clarke/Guildford, March 16 -Tri-City News article on the Sumiqwuelu signage, March 18 | 2023-03-18 | 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 once per year | Dragana | Dragana reached out to Tri-Cities Cycling on March 2. Tri-Cities Cycling is not an advocacy-focused group and thus do not require regular engagement. | 4/4/2023 | Complete |
| 6.2 | Reach out to TORCA at least once per year | Dragana | Dragana reached out to TORCA on February 28. TORCA is not an advocacy-focused group and thus do not require regular engagement. | 4/4/2023 | Complete |
| 6.3 | Reach out to Force of Nature at least once per year | Dragana | Dragana reached out to Force of Nature on February 28. Force of Nature is no longer very active in the transportation advocacy group and thus does not require frequent contact. | 4/4/2023 | Complete |



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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 April 4, 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 16 | March 9 | |
| 5 | Sasamat Greenway, Belcarra/Anmore/Port Moody | | | |
| 6 | Coquitlam Central Station to the Port Mann Bridge, Coquitlam | March 18 | | |
| 7 | Mary Hill Bypass, Port Coquitlam/Coquitlam | | | March 7 |
| 8 | Regan Avenue, Coquitlam | | Pending | |
| 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 | | | Pending |

