



Your Cycling Connection

HUB Cycling Tri-Cities Committee Meeting Minutes

Meeting Date:

April 4, 2023

Minutes Ratified:

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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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 Sumiqwuelu 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



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/1VnJ5HsTayMcJPMt6Q2BHwopvHrB3mXZ3Gig2Y_DeI4/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

