



Your Cycling Connection

HUB Cycling Tri-Cities Committee Meeting Minutes

Meeting Date:

May 2, 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
Cindy M	Tri-Cities Committee
Colin F	Tri-Cities Committee
Colleen M	Tri-Cities Committee
Dragana R	Tri-Cities Committee
Leon L	Tri-Cities Committee
Vince H	Tri-Cities Committee
Neil B	Guest
Marc F	Guest
Geoffrey Keyworth	City of Port Moody

Ratification of Previous Meeting's Minutes

- The members present agreed the previous meeting minutes were accurate.

Report from Co-Chair #1: Andrew Hartline

- Andrew noted items such as updates to the Wiki's municipal contact page for infrastructure upgrades were in progress
 - Dragana noted Aaron Dixon at Coquitlam stated it's best to write emails to the generic Engineering & Public Works emails rather than individuals. This ensures items are properly entered into the respective city's queue.
- Andrew attended the first meeting of the Port Moody transportation committee, which established the committee's priorities. Andrew noted several mobility aid advocates are on the committee. The Committee's intention is to advance Port Moody's OCP and Climate Action Plan goals related to transportation. The city intends to meet its existing goals, such as a 40% mode split in sustainable transportation, despite substantial ramp-up required to meet them. Andrew noted he is open to suggestions from committee members if they'd like him to advance items at Transportation Committee.
- Andrew noted Port Moody has cut down trees on St. John's Street to begin early works for the multi-use pathway between Moody Street and Albert Street.
 - Vince noted this will be good news to the Seaview community as they are very interested in improved bike and pedestrian access to Moody Centre
- Andrew noted Port Moody has discussed eliminating the HOV lane on the north side of St. John's Street east of Moody Street in favour of a bidirectional active transportation lane.

Report from Co-Chair #2: Colin Fowler

- Colin had no updates to share.

Presentation from Port Moody staff

- Geoffrey noted the MUP on Moody Street (Clarke Street to St. John's) and St. Johns' Street (Moody Centre to Albert Street) is currently out to tender. TransLink and provincial funding had been obtained but inflation may reduce scope – project may cut off before Albert Street in the west.
 - <https://portmoody.bidsandtenders.ca/Module/Tenders/en/Tender/Detail/69347c1b-7d08-4ca1-bcf4-7244574f74b5>
 - Andrew noted this pathway will be very helpful for high school students.



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- Guildford Way – Council approved funding for design for Port Moody stretch in addition to Clarke Street. Geoffrey noted lack of width in current Right of Way (ROW) to accommodate full-width protected bike lanes while also maintaining two lanes of traffic in each direction.
 - Geoffrey noted Port Moody's ROW is narrower than Coquitlam's. Unable to fit both proper-width bike lanes and two lanes on Guildford, especially as Guildford's lanes must be sufficiently wide to accommodate buses.
 - With regards to Leon's suggestion of building a MUP on Ungless Way for this stretch, Cindy noted concerns regarding pedestrian/cyclist mixing in front of Eagle Ridge Hospital, potentially leading to similar issues to those present at VGH on West 10th in Vancouver.
 - In response to Cindy's question regarding snow clearing, Geoffrey noted MUPs can be cleared with road equipment, but new questions would be present regarding protected bike lanes.
 - Colleen noted Coquitlam required a specialized snow clearing machine for the incoming protected bike lanes on Guildford Way.
 - Cindy asked if Coquitlam and Port Moody have coordinated timing for Guildford Way bike upgrades. Geoffrey noted Port Moody is catching up with Coquitlam and will be unable to complete at the same time.
 - Geoffrey noted quick-build measures such as flex-posts are likely in Port Moody along Guildford Way—almost certainly unable to use cement blocks like Coquitlam due to insufficient road width
- Cindy asked if Port Moody would consider changing signal timing to provide more time for pedestrians. Geoffrey noted Port Moody has increased crossing times in recent years, but not at Guildford/Ungless. Geoffrey believed it will be “part of the realm of possibilities”. Very easy to implement.
- Following the release of the City's Bike Route Review, Port Moody is exploring other opportunities, such as Heritage Mtn Boulevard, and south side of Murray Street.

Report from the Infrastructure Lead (Vince)

- Regarding the letter for Regan Avenue, Vince reiterated the need to hold off until Coquitlam advances consultation. Potential solutions include traffic calming or multi-use pathways, but Coquitlam is hesitant regarding MUPs.
 - Dragana noted HUB Cycling has mentioned King Albert is not a good example of a multi-use pathway. The driveways cause an additional point of conflict whereas the street is not sufficiently busy to warrant grade separation.
 - Dragana noted Coquitlam has stated residents must request traffic calming for it to occur. The committee was unsure if this applies to just speed bumps or also intersection interventions such as curb bulges or modal filters.

Report from the Trails & Greenways Representative (Leon)

- Leon noted Great Blue Heron Way volunteer group is attempting to connect the Pattullo Bridge with Sapperton Greenway along the waterfront. The MUP across the Pattullo will be helpful. In New West, there are several issues to resolve including connections to local routes.
- Leon is also lobbying in Vancouver. The Marpole bus loop redevelopment will be along the waterfront – Leon & others are working to ensure the riverfront path along that stretch discussed in the OCP is built. This would include a new bikeway connecting to the Arbutus Greenway.
- Leon is working in Vancouver's west side to try to get a multi-use pathway along the waterfront in front of the golf course.

Action Item Review

- The committee reviewed the Action Item list. Progress updates are shared on the attached pages.

New Items

Safe School Routes - Ecole Irvine Elementary, Port Coquitlam

- Marc works with DPAC for SD43 (Tri-Cities)
- Ecole Irvine's replacement opened this year and is facing issues regarding driver adherence to pedestrian right-of-way at crosswalks, pedestrian visibility, and vehicle speeding.



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- The school currently has 4-way stops at both ends but both face high rates of driver failure to stop.
 - Lincoln is the worst intersection – blind 4-way stop with lots of rolling stops
- Melony Burton from the City of Port Coquitlam claimed there is no need to proceed with traffic calming applications – PoCo can replace an existing crosswalk in a school zone with raised crossings
- Melony mentioned a MUP on Wellington in the future, but no timeline was provided
- Improvements to road visibility at crossings, such as curb bulges, are to come but no indications exist on timing.
 - Marc noted delays – these upgrades were to occur with school opening but are delayed to next year.
 - Colin suggested plastic flexposts to serve as interim curb bulges – Marc noted it was under discussion.
- Difficult to encourage students, parents to bike to school due to unsafe conditions.
- Marc & DPAC have asked for RRFBs at the crosswalk on the top of the hill. However, a curb ramp does not exist at this location and would need to be built to ensure the crossing meets the city's standards.
- Marc is working with another parent who got ICBC / RCMP on site to review.
- Marc hasn't worked with elected officials yet. Marc believes the other parent will be contacting Mayor West.
- Andrew suggested getting a letter started. Marc will offer feedback and comments.
- Colleen suggested pop-up bike lanes. Marc noted the school has not made this a priority.
- Colin suggested Marc get video evidence of the intersection – show drivers rolling stop signs or not stopping at crosswalks.
- Colleen asked if Marc has discussed with HUB's main office regarding bike to school, if they have any resources. Marc noted he has not but will follow up with it.

Action Item: Andrew and Colin to write letter on behalf of Ecole Irvine.

Tri-Cities Awards 2023 - Discussion led by Colleen

- Our committee could provide certificates to cities for closing major gaps, as opposed to choosing one piece of infrastructure across several cities to win a single award each year.
- To be addressed as the need arises.

State of Cycling Report

- Dragana noted MUPs will now be reclassified by HUB - some will be comfortable for most (green), but some will be downgraded to comfortable for some (orange). This is due to possibility of bike/pedestrian conflicts, as well as placement of MUPs in front of driveways that add additional points of conflict. Aggravating factors include insufficient widths, placement of bollards, and other hazards.

Watson Road Maze Gate

- Colleen is presenting the Watson Road maze gate on May 8 to Belcarra Council. Intention is to expand maze gate width to accommodate cargo bike widths.

Active Advocacy (TRAC) - Discussion led by Colleen

- Item tabled for next meeting due to insufficient time.

20/20 Project - Discussion led by Colleen

- Item tabled for next meeting due to insufficient time.

Photo Bank, Before / After - Discussion led by Colleen

- Item tabled for next meeting due to insufficient time.

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.



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Next Meeting

Date/Time:

Tuesday, July 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 May 2, 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". Ted Uhrich has responded to Colin, noting 15 bike parking spaces will be allocated at the future Spani Pool next to the entrance, including conduit for future e-bike charging. The Northeast Community Centre will also have "lots" of bike parking. Coquitlam's new method is to ensure bike parking is "as close as possible to facility entrances in high visibility locations". No concrete plans are in place to retrofit bike parking into existing facilities.	2023-04-28	Complete
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
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
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	Colin has sent the emails. Dragana to add to map.		In Progress
23	4/4/2023	Colin to email HUB's bike education division to get contact points from schools along Regan Avenue	Colin	Colin reached out to Jonathan April 8	4/8/2023	In Progress
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	Port Moody has attended the May meeting.	5/2/2023	Complete
27	4/4/2023	Vince to continue to check with Coquitlam for surveys for Regan Avenue.	Vince			Not started
28	5/2/2023	Colin, Andrew, and Mark to write letter for safety upgrades at Ecole Irvine Elementary	Colin Andrew Marc			Not started



Tracking for our 2023 Action Plan

Updated following the May 2, 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	Port Moody has attended our May meeting. Coquitlam will be attending our 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 Councilor 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/1Vnj5HsTayMCJPMt602BHcwpvHRB3mjXZ3Gig2Y_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 May 2, 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			

