

Bike to the Future Monthly Meeting

Tuesday January 8th, 2008, 5:30 pm
Manitoba Eco-Centre

Minutes

Present: Mark Cohoe, Rob Cosco, Ted Mann, Ray Yuen, Brion Dolenko, Tim Hunt, Jeremy Hull, Kevin Miller, David Hubbard, David Wieser, Janice Lukes, Karin Kliewer, Jackie Avent, Anders Swanson, Gareth Simons, Greg Littlejohn, Nona Pelletier, Ben Goldstein, Molly McCracken, Curt Hull, Guy Madill

Regrets: Shannon Keys, Don English

1. Call to Order

The meeting was called to order at 5:36pm by Jackie Avent and Kevin Miller. Mark Cohoe took minutes.

2. Approval of November 13th, 2007 Minutes

Minutes approved by consensus

3. Approval of December 12th, 2007 Minutes

Minutes approved by consensus

4. Active Transportation Advisory Committee

Gareth Simons gave a briefing of the ATAC's work over the last month.

- ⌘ Anders Swanson has joined the committee representing the Mayors Environmental Advisory Committee
- ⌘ The December ATAC meeting will cover the following
 - Approval of Terms of Reference for the ATAC (see attachment at end of minutes).
 - AT Strategy
 - Vision
 - Values
 - Criteria Matrix (How does the ATAC decide which projects will have priority)
 - Next Steps
- ⌘ The whole strategic plan for the city and a list of prioritized projects has to be ready by mid-February
- ⌘ We have a unique opportunity to give the city a lot of feedback and input at this time.

We discussed what we thought the vision for the ATAC should include. Some of the items brought up in the discussion were as follows:

- 🚲 Use a measure of success such as a doubling of modal share within 5 years
- 🚲 AT considered in all new infrastructure
- 🚲 Cycling to be considered at all levels/departments
- 🚲 The goal of a network of routes with education/information to get there
- 🚲 The ATAC should stick to commuter cycling
- 🚲 The city should try to attain a given level of service
- 🚲 The ATAC vision should incorporate increased visibility for cyclists
- 🚲 The city's AT plan interconnect with a provincial plan

We agreed that the vision should focus on the following attributes

- 🚲 Safety
- 🚲 Health & Wellness
- 🚲 Non-Polluting
- 🚲 Pedestrians 1st, Cyclists 2nd, Public Transit 3rd, ... *
- 🚲 Convenient
- 🚲 Year-Round
- 🚲 Increasing Uptake
- 🚲 Continuing Promotion

* We discussed whether or not we could move forward with a vision of pedestrians first, cyclists second, but did not come to a decision.

On the criteria Matrix, we came up with the following criteria, which we grouped into three tiers for the purposes of weighting

- Tier 1 Criteria
 - Strategic Importance/Connectivity
 - Safety
 - Current Usage/Latent Usage
- Tier 2 Criteria
 - Accessibility
 - Availability of Land
 - Feasibility
 - Cost Benefit & Leveraged Funding
- Tier 3 Criteria
 - Geographical Area

5. Fringe → Mass Support

Janice Lukes spoke about what we need to do to get more government funding. She pointed out that many councillors view cycling as a fringe interest group with little general support, and that we need to change this attitude if we expect to sustain and increase the level funding allocated to cycling. She suggested we could put something on the website (say a form letter) to encourage people to let councillors know they support more action on cycling.

Action: Rob Cosco and Jeremy Hull are working on an advocacy brochure.

We discussed the possibility of an advertising campaign, maybe using billboards.

We also discussed the need to build our outreach to other groups

6. SUNSET Cycling Survey

Ray Yuen presented preliminary results from the survey he conducted as part of his research work.

- There were over 300 responses to the survey
- The number one response to the question “How did you hear about Bike to the Future” was word of mouth (38%). Events came in at 12%, and the media came in at 11%. Ray cautioned that depending on word of mouth to expand our membership would limit our capacity for growth.
- 54% of respondents listed email as the best way to communicate
- Only 66% of respondents felt that they were able to provide input into BTTF policy decisions
- 46% of respondents cycle as their primary means of transportation

Ray will present again next month on his findings from the rest of the survey.

Action: Mark will forward the percentage breakdowns of the BTTF related survey questions to Ben.

7. Strategic Planning

Jackie Avent brought forward the need for a strategic planning session.

- Its been one year since our initial planning session
- We need to get a business plan to determine financial priorities and guide decisions.
- We decided on February 23rd as a tentative date, going from noon to 4 pm at a location to be determined.

8. Mini forum

Anders Swanson wanted to discuss the possibility of a mini-forum that could act as a way to gather route information and connect routes being planned by various neighbourhood groups. The city's decision to boost spending for AT Corridors by \$500,000 puts an added urgency on this task. The goal of the meeting would be to gather input from the various neighbourhood groups and try and prioritize projects for the summer. The meeting would be set up as a come and go type meeting over an afternoon. Goals from the mini forum would be:

- Refine efforts and identify “mega” routes
- Create and extra opportunity for public input into route selection

Action: Nona volunteered to organize and facilitate

Action: Jackie volunteered to get a space

9. Provincial Committee Submission

The provincial committee has been working on a document as a submission for the provincial budget.

- They are asking for a meeting with the provincial caucus
- They would like the directors to read through the provincial submission

Motion: The provincial budget document was unanimously approved for submission.

Note: The budget submission documents will be made available on the Bike to the Future web site at:

<http://biketothefuture.org/commuter-cyclists-resources/btff-publications>

10. Bike Shop Liaison

- We want to be connected to bike shops for marketing potential and political collaboration.
- A letter has been drafted to be sent out to the bike shops, but we need a contact for the letter.
- Anyone who is interested in acting as the contact should contact Jackie.

11. WinSmart

Tim Hunt gave an update on the WinSmart program.

- 🚲 The city has been unable to get an easement behind the building at 360 Osborne
- 🚲 The tenants at 360 Osborne Street are in favour of the trail
- 🚲 The Bus Garage will need to be extended to fit the new articulated buses, meaning WinSmart cannot use a route adjacent to the bus garage.

Action: Ray Yuen volunteered to find contact information for the Owner of 360 Osborne.

12. Adjournment

The meeting was adjourned at 7:20 pm

13. Written Reports

13.1. *Finance (Curt Hull)*

Curt's report is attached.

13.2. *Active Transportation Advisory Committee (Gareth Simons)*

The ATAC committee had its Terms of Reference meeting in December:

It was a full afternoon meeting and was facilitated, which means that much more was accomplished than prior. The preliminary draft of the TOR is attached. Discussion came up about whether we should be looking at AT in the strict sense of transportation or also in the sense of recreation. We believe that the ATAC committee should focus on transportation and we are going to request that reference to recreation be removed from the ATAC committee's definition of Active Transportation.

We must do everything we can to wrap up our plan for downtown and as much of the rest of the City as possible by the 14th of February. I essentially committed BTTF to provide necessary information as to the City's weaknesses, priorities, etc for AT on a user-level. This is largely a strategic (though stressful) move because the Committee currently has no time to delve into issues prior to the end of February, by which time they need the information to provide the recommendations requested by the City.

This is how it will (ideally) work:

- January the 10th - ATAC committee meets to discuss vision, mission, etc. and formulate a concrete strategy,
- BTTF can develop downtown, southwest and other already complete recommendations in the background,
- On February the 14th we need to have whatever we can get done for then to present to ATAC. What we provide from BTTF will be combined with info from PWGSC as to upcoming projects, etc. preferably graphically - maps etc,
- The ATAC committee will formulate and apply their list of priorities to sift through recommendations and then develop the final prioritized list of items for Kevin Nixon to present to the powers that be.

13.3. City Committee (Rob Cosco)

We participated in the first meeting of the Downtown stakeholders who have begun the process of planning cycling connections for the Downtown of the city.

Information on the group & minutes can be viewed @ <http://groups.google.com/group/wpgdowntowncycling>

Our next meeting (Strategic Planning) of the Downtown group is scheduled for Wednesday, January 9th @ the Eco Center, from 5 p.m. - 10:00 p.m. Our ATAC representative Gareth S. (or Anders as the new MEAC representative) will be providing an update with regards to the city's plans for completing a basic initial plan for cycling routes throughout the city. The A.T. coordinator Kevin N. is anticipating having the initial routes completed in early March/08.

We will also be meeting with the A.T. coordinator & the city's Streets Planning Engineer Neil Myska on January 9th to review the previously recommended routes that have been considered for "sharrows". We are anticipating that the city will be ready to proceed this spring or early summer with these initial marked cycling routes. A more thorough report on the meeting will be available for next month's report.

Rob Cosco, City Committee Chair

13.4. Safety and Education Committee (Dave Elmore)

5 members are continuing their Can-Bike education in order to be certified as instructors.

- Work on a training course based on the Can-Bike program is continuing with the hopes that it will be ready by spring 2008. The first 2 module presentations have been completed and are ready for a trial run with some BttF members. The first 2 modules cover:

Module 1

- Basic cycling safety
- Basic road positioning
- On road cycling skills (straight line riding, panic stops, etc)

Module 2

- Specific road positioning
- multi-lane riding
- On road practice

- The committee met with MPI to discuss partnering, advertising, education in schools and changes to driver education as it relates to cyclists. MPI has not responded at this point. BttF is trying to arrange another meeting to try and move things forward but response MPI continues to be slow.

13.5. WinSmart (Tim Hunt)

I spoke to Kevin Nixon recently about the Winsmart Forks-to-Pembina bike path. Some obstacles have appeared. The property owners of the apartment block at 360 Osborne have not given permission for the crossing on the east side of Osborne. The expansion of the bus garage to accommodate Winsmart articulated buses will preclude the planned bike path on the west side of 421 Osborne. Brandon Ave was proposed as an alternative 2 years ago. MTS is being approached about an easement for way around the building west of 360 Osborne, this would be better in my opinion. The landowner previously denied an easement; MTS is the tenant in the new building. Some work has already started at the south end of the pathway, near Jubilee. If the Winsmart project is not completed by the end of 2008, there will be no funding. A fair bit has been spent so far. Not part of Winsmart, but nearby east of the River City car wash south of 360 Osborne, the car wash owners have allowed an easement on the riverbank pathway. This was previously physically open to public use, but signed as private property.



Financial Statement
- Activity Report to January 8, 2008

Date	Acct	Activity	Ck#	Withdrawal	Deposit	Balance
23-Mar-07	Bank expense	Credit Union share purchase		\$ 5.00		\$ (5.00)
31-Mar-07	Bank expense	Overdraft Interest		\$ 0.02		\$ (5.02)
01-Apr-07		Opening Balance				\$ (5.02)
25-Apr-07	Membership	Home Deposit ATM #009256			\$ 185.00	\$ 179.98
25-Apr-07	Membership	Home Deposit ATM #009257			\$ 60.00	\$ 239.98
30-Apr-07	Bank expense	Overdraft Interest		\$ 0.06		\$ 239.92
01-May-07		Opening Balance				\$ 239.92
01-May-07	Membership	Home Deposit ATM #001199			\$ 60.00	\$ 299.92
09-May-07	Membership	Home Deposit ATM #003326			\$ 70.00	\$ 369.92
14-May-07	Membership	Home Deposit ATM #004635			\$ 210.00	\$ 579.92
23-May-07	Membership	Home Deposit ATM #006703			\$ 10.00	\$ 589.92
30-May-07	Bank expense	DAVIS + HENDERSON-CHEQUE OR	0	\$ 80.61		\$ 509.31
30-May-07	Bank expense	DAVIS + HENDERSON-CHEQUE OR	0	\$ 93.73		\$ 415.58
01-Jun-07		Opening Balance				\$ 415.58
05-Jun-07	Membership	Home Deposit ATM #000170			\$ 40.00	\$ 455.58
05-Jun-07	Membership	Home Deposit ATM #000171			\$ 50.00	\$ 505.58
13-Jun-07	Membership	Home Deposit ATM #004465			\$ 10.00	\$ 515.58
14-Jun-07	Membership	Home Deposit ATM #002511			\$ 35.00	\$ 550.58
14-Jun-07	Membership	Home Deposit ATM #002512			\$ 60.00	\$ 610.58
15-Jun-07	Membership	Home Deposit ATM #008980			\$ 35.00	\$ 645.58
18-Jun-07	Admin cost	MEN membership, receipt book	2	\$ 48.44		\$ 597.14
01-Jul-07		Opening Balance				\$ 597.14
03-Jul-07	Admin cost	Incorporation cost	4	\$ 100.00		\$ 497.14
05-Jul-07	Printing	Printing membership cards	1	\$ 100.01		\$ 397.13
26-Jul-07	Membership	Home Deposit ATM #002430			\$ 25.00	\$ 422.13
27-Jul-07	Admin cost	Name registration	3	\$ 40.00		\$ 382.13
01-Aug-07		Opening Balance				\$ 382.13
13-Aug-07	Membership	Deposit			\$ 10.00	\$ 392.13
13-Aug-07	Admin cost	Manitoba Eco Network (MEN) membership	5	\$ 50.00		\$ 342.13
16-Aug-07	Membership	Deposit			\$ 40.00	\$ 382.13
31-Aug-07	Membership	Deposit			\$ 40.00	\$ 422.13
01-Sep-07		Opening Balance				\$ 422.13
20-Sep-07	Bank expense	Credit - Duplicate cheques returned			\$93.73	\$515.86
27-Sep-07	Membership	Deposit - memberships			\$565.00	\$1,080.86
01-Oct-07		Opening Balance				\$1,080.86
03-Oct-07	Printing	Printing costs (Open Door Press)	6	\$ 33.90		\$ 1,046.96
11-Oct-07	Donation	Donation (City counsellor)			\$ 100.00	\$ 1,146.96
11-Oct-07	Fall Forum	Fall Forum float	10	\$ 100.00		\$ 1,046.96
12-Oct-07	Fall Forum	Fall Forum float			\$ 100.00	\$ 1,146.96
15-Oct-07	Bank expense	Deposit			\$ 80.61	\$ 1,227.57
19-Oct-07	Printing	Printing membership cards	7	\$ 112.44		\$ 1,115.13
29-Oct-07	Admin cost	Web Hosting fee	11	\$ 185.63		\$ 929.50
31-Oct-07	Membership	Deposit - memberships			\$ 918.51	\$ 1,848.01
31-Oct-07	Interest	Interest			\$ 0.02	\$ 1,848.03
01-Nov-07		Opening Balance				\$ 1,848.03
26-Nov-07	Fall Forum	Fall Forum supplies	13	\$ 23.21		\$ 1,824.82
30-Nov-07	Interest	Interest			\$ 0.10	\$ 1,824.92
01-Dec-07		Opening Balance				\$ 1,824.92
04-Dec-07	Fall Forum	Fall Forum report printing	18	\$ 466.69		\$ 1,358.23
05-Dec-07	Fall Forum	Fall Forum food	14	\$ 58.40		\$ 1,299.83
10-Dec-07	Donation	Grant donation (Assiniboine Credit Union)			\$ 2,265.00	\$ 3,564.83
11-Dec-07	Fall Forum	Fall Forum food	15	\$ 56.50		\$ 3,508.33
13-Dec-07	Fall Forum	Fall Forum - Dustin Anderson "Purple Pirate"	17	\$ 75.00		\$ 3,433.33
13-Dec-07	Fall Forum	Fall Forum - Dustin Anderson "Purple Pirate"	16	\$ 100.00		\$ 3,333.33
19-Dec-07	Admin cost	End of year celebration food	19	\$ 111.87		\$ 3,221.46
31-Dec-07	Interest	Interest			\$ 0.24	\$ 3,221.70
01-Jan-08		Opening Balance				\$ 3,221.70
				\$ 1,841.51	\$ 5,063.21	



Income Statement
Mar 23 '07 to Jan 8 '08

	Account	Bank Deposit	Withdrawal	Net
Revenue				
	Donation	\$ 2,365.00		\$ 2,365.00
	Membership	\$ 2,423.51		\$ 2,423.51
	Interest	\$ 0.36		\$ 0.36
Expenses				
	Admin cost		\$ 612.24	\$ (612.24)
	Bank expense	\$ 174.34	\$ 179.42	\$ (5.08)
	Fall Forum	\$ 100.00	\$ 879.80	\$ (779.80)
	Printing		\$ 246.35	\$ (246.35)
	Net			\$ 3,145.40
		\$ 5,063.21	\$ 1,917.81	

**Terms of Reference
For
City of Winnipeg**

Active Transportation Advisory Committee

1. Background

On January 25, 2006, City Council approved the City of Winnipeg Active Transportation Study, dated February 2005, to serve as a resource in formulating future active transportation policies and programs for the City of Winnipeg. In addition, the Public Service was directed to develop an implementation plan based on the Guiding Principles outlined in the City of Winnipeg Active Transportation Study.

On April 25, 2007 City Council adopted the Active Transportation Study Implementation Plan as per the report from the Director of Public Works, dated February 26, 2007. A major priority of the plan was the formation of an Active Transportation Advisory Committee.

Active Transportation (AT) Definition – Any human powered mode of transportation such as cycling, walking, skiing and skateboarding. The main emphasis is for travel for a specific purpose or to a specific destination. However, this definition does not exclude travel for purely recreational purposes.

2. Mandate of the ATAC

The mandate of the Active Transportation Advisory Committee (ATAC) is to provide advice and recommendations on Active Transportation policies, programs, priorities, facilities and standards to the Director of Public Works and to inform the public about Active Transportation and, wherever possible and appropriate, provide an opportunity for public input.

3. Key Areas of Responsibility

The ATAC operates in an advisory role to the Director of Public Works in regards to the following matters from an Active Transportation perspective. The Role of the ATAC is both Strategic and Responsive. It advises the Director of Public Works on the Strategic direction of the AT program as well as makes recommendations regarding issues that may arise unexpectedly.

a.) Planning

- Long range planning of AT facilities and programs
- Policy regarding the development of AT facilities and programs
- Development of construction and design standards for AT facilities
- Priorities of AT facilities and programs
- Funding allocation between AT facilities and programs

b.) Research

- The identification of best practices for AT facilities and programs
- Identification and review of current research regarding AT
- Review and updating of the AT inventory
- Monitoring and evaluation of the AT network or program
- Identification of gaps in the AT system or program

c.) Education

- Identifying required AT education strategies
- Advising regarding the priority of educational programs
- Providing input and support into At education programs

d.) Communication

- Dialogue with and build awareness of At among the public
- Identify and review website content
- Development of AT Brochures

e.) Funding

- Identify and encourage funding partnerships
- Identify funding sources and opportunities

f.) Liaison

- Provide two-way communication with the public
- Provide two-way communication with each members group of representation
- Assist with the resolution of user conflicts

4. Composition:

The ATAC should have a diverse membership comprised of representatives from organizations supporting and advocating Active Transportation as well as members of the Winnipeg Public Service. The ATAC will be comprised of representatives from the following:

- Resource Conservation Manitoba
- Manitoba Cycling Association
- Winnipeg Trails Association
- Physical Activity Coalition of Manitoba
- Bike to the Future
- Mayor's Environmental Advisory Committee
- A member to represent the pedestrian perspective
- Community Development Recreation Services Division, City of Winnipeg
- Park Strategic Planner, Planning Property and Development Department, City of Winnipeg
- Senior Transportation Planner, Planning Property and Development Department, City of Winnipeg
- Transportation Facilities Planning Engineer, Public Works Department, City of Winnipeg
- Operations Planner, Transit Department

Each member will be expected to attend the meetings as a priority but will identify an alternate to attend the meetings in their absence. These should be seen as rare exceptions.

The Transportation Facilities Planning Engineer or his designate will chair the ATAC and the Active Transportation Coordinator will provide support to the ATAC.

- Task Forces of the ATAC may be established to deal with specific issues or projects.

- Public Service participation should be sought on task forces depending on the nature of specific projects. It is expected that other members of the public or AT community may wish to serve as a resource pool to assist the ATAC on specific projects undertaken by a task force. Task forces will generally be chaired by a member of the ATAC and shall report back formally to the ATAC with recommendations on assigned projects. All members of the ATAC will, from time to time, be expected to serve on task forces reviewing particular projects or issues.

5. Terms

- The Director of the respective Department will appoint the City representatives.
- Outside representatives will have finite terms. One half of the outside members will start with a one-year term to achieve stagger to ensure that complete turn over of outside members at one time is impossible. Thereafter outside members will have a two-year term.
- Outside representatives will be re-appointed/elected at the end of their term at the discretion of their member organizations.
- If a member misses three consecutive meetings the coordinator is to send a letter requesting that the subject member attend or have an alternate attend the meetings.
- A member is expected to give 60 days notice if they wish to resign from the committee.

6 Meetings

- Normally five meetings per year will be scheduled.
- The meetings will be scheduled every second Thursday of every second month, 2:30 to 5:30 pm (3 hrs).
- The committee can decide to meet more frequently as required.
- The Transportation Facilities Planning Engineer or designate will chair the ATAC and will be responsible for:
 - Calling meetings of the ATAC and provide notice as required.
 - Ensure that administrative and professional support is provided.
 - Create an environment conducive to sharing advice and information and one that encourages all members to contribute.
 - Ensure that Committee members receive sufficient information to enable them to participate fully in discussions
 - Convey the advice and recommendations of the ATAC to the Director of Public Works.

7. Decision Making

- A quorum shall consist of fifty percent (50%) plus one of the total membership.
- Decisions shall be made by consensus. In the event of lack of consensus, decisions shall be made by a simple majority vote of voting members in attendance assuming quorum is attained.

8. Recording

- The City of Winnipeg will provide secretarial support to the ATAC for the purpose of recording and distributing minutes.
- Agendas and accompanying reference material will be distributed one week in advance of the meeting to allow members adequate time for review.
- Draft Meeting Minutes, summarizing the discussion and conclusions of each meeting, will be distributed to all ATAC members electronically within one week of each meeting. Meeting minutes will be formally approved at the next ATAC meeting.

9. Evaluation

- An Annual Report detailing the activities of the ATAC will be produced by the AT coordinator. The major goal of this report is to highlight the successes and failures of the ATAC and to set the next years Action Plan. The Action Plan will identify the AT facilities and programs which will be priorities.
- A review of Strategic Plan every two years
- A review the ATAC Terms of Reference and key Areas of Responsibility every two years.

10. Media Relations

- The protocol regarding media relations is that the City point person must deal with all media contacts regarding AT.
- It is inappropriate for ATAC members to speak to the media on behalf of ATAC. Each member is free to deal the media on behalf of their member organizations.

11. Report Production

- Annual Report to be done with a template authored by the Coordinator and chair with input from committee members.
- From time to time the ATAC may request reports from the Coordinator regarding AT issues.