

## **Bike Winnipeg Meeting Minutes**

March 9, 2016

**Present:** Rachael Alpern, Doug Grant (minutes) Kaye Grant, Mark Cohoe(Executive Director), Laura Donatelli, Jeremy Hull, Charles Feaver, Ian Walker, Shawn Defoort (Bike Valet), Bill Newman(late), Fabian Suarz-Amaya(late)

**Regrets:** Dustin Dilts, Stephane Dorge

**Agenda:** approved

**February minutes:** approved

### **Reports:**

#### **Executive Directors Report** - Mark:

- Highlights
  - Bike Winnipeg Budget
    - Membership revenue has been decreased to \$5,000, sponsorship up to \$2000
  - Will be sending out a grant application for the Arlington project tomorrow.
  - AGM is booked on April 30<sup>th</sup> at the WECC
    - Scott Suderman and Stephanie Whitehouse from the City have been asked to speak at the AGM to provide and update on the downtown bike lanes project and McDermot bike lanes project.
  - Advocacy + provincial election - Mark is still working at this
  - City of Winnipeg Budget
    - The City has added \$500 000 new in their budget for bicycle corridors
    - There is also a new item for \$1 million in 2017 for planning of grade separated crossings
  - Advocacy
    - Downtown Protected Bike Lanes
      - Concept drawings will be available on City website March 11<sup>th</sup>
      - Public open houses on March 17<sup>th</sup> and 20<sup>th</sup>
    - West Alexander (McDermot) AT Corridor
      - Concept drawings are available now on the City website.
      - Public Open Houses on March 15<sup>th</sup>
      - Mark wants Bike Winnipeg to support option 1
    - CPR Yards Crossing Study -
      - Open House March 19<sup>th</sup> at Ross Brook House (see events calendar)
    - Southwest rapid transit – A stakeholders meeting was held to prioritize ‘out of scope’ project ideas.
    - Nothing new on the planning projects
    - Provincial infrastructure - Mark hasn't yet asked for a meeting to ask about perimeter highway
  - Fundraising
    - MEC Partnership Agreement
      - Just waiting on an agreement. Reporting is minimal
      - They'll give us \$3000 plus a \$400 gift card
      - We should get 3-4 days to spend at MEC talk about Bike Winnipeg and sell memberships

- Mark & Jeremy to look at partnership agreemtn.
- Fundraising – made couple calls to MEC – hasn't heard back
- Arlington bike lanes – Applying for Advocacy & Awareness grant from MEC
  - Have support letters from Daniel McIntyre/St. Mathews Community Association and University of Winnipeg
  - March 10 is the deadline for applications (they might be busy on that)
- Manitoba Community Services grant – operating grant to cover our work attending stakeholder group meetings and our advocacy work as part of those stakeholder meetings.
- Outreach
  - St. Norbert Farmers Market we can get a couple Saturdays
  - \$600 is in the budget to pay for event fees for the display trailer
  - Mark is going to put out a request for volunteers to work at our display trailer
  - MEC advocacy and awareness grant (due tomorrow) – we're applying for \$4000 of funding to do outreach for getting bike lanes on Arlington – promotion, petition, and survey, a bit of advertisement

### **Financial report- Bill**

- February is the same as January - we wrote one \$900 cheque. We have enough money to get to July
- We're going to need board member addresses for reporting to the Companies Branch.

### **Fundraising:**

- We're pursuing donations from Woodcock and Alter Ego for funding our Executive Director
- Some discussion on different ways of promoting our sponsors (website, newsletter, bike trailer)
- There are probably other businesses we could solicit.
- Charles has been working at migrating our database to a new database.

### **Policy Committee: Laura Reported**

- Will review the vision zero documents received. Our policies have to reflect our bylaws.
- Could also consider Leap Manifesto
- They have another meeting in about 3 weeks.
- Mark says that we approved a policy on our hierarchy of transportation modes back in a 2008? Meeting
  - Pedestrians -> Bikes -> Public Transit -> Freight -> Motorized Vehicles

### **Education: Jeremy Reported**

- The Education committee didn't meet, but the project group that's trying to get education in the school system met (MPI, g\Green Action Centre, Seven Oaks School Division)
- MPI is ready to fund a project manager for the project (starting in May)
- Mark sent a letter of support to Green Action Centre in support of their application for an MEC Capacity Building Grant
- Education committee needs to meet soon

### **Advocacy**

- Charles will initiate follow up action with MPI re driver training/advertising

## **Executive Committee**

- met to revamp Marks contract

## **Bike Valet**

- Moveable Feast is Wednesday March 30
- Shawn isn't available, but thinks he can get volunteers to work it, but needs someone to get the racks to the site.
- We got a quote from Paulo to build racks
  - two options:
    - 10 racks, 10 feet each for \$1200 – preferred
    - 15 racks, 8 feet each for \$1590
    - there are a few details to work out with the new racks on the design

## **Bike Winnipeg budget motion/approval**

- See attached Excel Spreadsheet (highlighted items indicate significant change from last year)
- Charles moves that we accept the budget
- Bill will provide us with monthly variances

**Motion:** That the budget be approved as presented (Moved by Charles, seconded by Fabian, approved by consensus)

## **Westminster/Balmoral/Granite Popup Protected Bike Lane**

- Greg McPherson of the West Broadway Community Organization and Anders Swanson of the Winnipeg Trails Association have been working on plans for a temporary protected bike lane that would be open for up to for 4 months in the summer.

**Motion:** Bike Winnipeg will provide support to the West Broadway Community Organization and Winnipeg Trails Association plan to implement a popup protected bike lane this summer. (moved by Fabian, seconded by Laura, approved by consensus)

**Canada Bikes** – Anders is applying for a grant to seek out funding to start developing a National Cycling Strategy

## **AGM planning**

- we need 3-4 people to plan it, food is planned.
- Kaye is willing to be on the committee
- AGM is on April 30
- Some discussion on how to decide who can be the guest speaker at the AGM
- Fabian is volunteering to join the committee
- Laura is considering stepping down from the board as she will be traveling a lot.
- Bill wants us to be able to accept credit cards for membership payments – he's looking into it
- Board members should all be renewing our memberships now

## **Upcoming events**

- Get out to a bike lane engagements or at least go online
- CPR yards crossing study open house

Meeting adjourned 8:15pm

# Bike Winnipeg March 2016 Executive Director's Report

Statistics:

- Paid Members: 129
- Facebook Likes: 1384
- Twitter Followers: 2299
- Newsletter Subscribers: 1834

## Admin

### Budget

Still in progress, but I hope to have something at the March meeting for approval.

### AGM

I've booked the West End Cultural Centre for April 30<sup>th</sup> for a 1-3pm AGM. I've also sent in a request for someone working on the Downtown Bike Lanes Network Study to provide a presentation at the AGM.

## Advocacy

### Provincial Election

Charles and I are setting up meetings with the political parties. We should also set something up on the web site and social media channels to ask our supporters to write to their candidates and ask for dedicated funding for infrastructure and for a commitment to the establishment of a Vision Zero policy for Manitoba.

### City of Winnipeg Budget

The preliminary 2016 City of Winnipeg budget was released on March 2<sup>nd</sup>, with committee meetings to discuss the budget scheduled for March 8<sup>th</sup> through March 16<sup>th</sup> with a final vote of council scheduled for March 22<sup>nd</sup>.

I have signed up to speak in front of the following committees:

- March 8<sup>th</sup> - Standing Policy Committee on Property and Development, Heritage and Downtown Development
- March 14<sup>th</sup> - Standing Policy Committee on Infrastructure Renewal and Public Works
- March 15<sup>th</sup> - Executive Policy Committee

Some highlights from the budget

- Funding for new AT rises from \$2.4 million in 2015 to \$4.1 million in 2016
  - \$6.2 million in 2017
  - \$5.4 million 2018, 2019, 2020, and 2021
- AT included in roadway Projects rises from \$1.255 million in 2015 to \$4 million in 2016

- \$5.850 million in 2017
- \$2.000 million in 2018

While we are happy to see funding for AT increasing, the 2016 funding levels is still less than 50% of the funding recommended by the Pedestrian and Cycling Strategies (averaged over 20 years).

Part of the problem is that all of the money spent on new AT facilities is cash to capital, meaning that there is no provincial or federal funding attached. One of the things we will be asking for is that implementation of the Pedestrian and Cycling Strategies be included as a priority for the Building Canada Fund.

As part of our provincial election strategy, we will also be asking for dedicated AT infrastructure funding from whoever forms the next provincial government.

## City of Winnipeg Infrastructure

### *SWRTC*

We prioritized our 'out of scope' requests for the SWRTC project, based on when we think work needs to begin on a given identified priority, and how important we think it is to the overall success of the project.

### *Downtown Protected Bike Lanes*

A number of popup engagement opportunities have been announced to showcase 3 options that have been developed for Fort and Garry. Three options have been developed at this point. An online survey will also be available beginning March 11<sup>th</sup>.

I have asked for and received turning movements for the am and pm peak period for Fort and Garry as well, which need to be considered as part of the decision process. I will try and set up a meeting of interested people to discuss the various options after March 11<sup>th</sup>.

I have posted an [article](#) on our web site and added events. It links to the work that Dustin and I did last summer, points out some critical questions that need to be considered in any evaluation of the various designs, and includes a number of guide book links for people who want to delve a bit further into the issue.

### *McDermot*

A number of popup engagement opportunities have been announced to showcase options that have been developed by the consultation team. An online survey will also be available beginning March 11<sup>th</sup>.

We will want to look to see that proper protection has been included (or that measures have been put in place to drastically reduce traffic if a mixed traffic option is being considered).

### *U of W Connectivity*

This is still progressing, but there is nothing to report at this time.

### *CPR Yards Crossing Study*

Nothing new to report.

### *Arlington Protected Bike Lanes*

Nothing new to report, other than that I am hoping to get a grant from MEC to help us undertake a public outreach campaign centred around a proposal for protected bike lanes on Arlington.

### *Northwest Hydro Corridor*

Nothing new to report.

### *East Corridor Rapid Transit*

Its mentioned in the City of Winnipeg budget, but there is nothing to report at the moment.

### *Chief Peguis Trail Extension*

No new news to report.

## **City of Winnipeg Planning Projects**

No new news to report.

## **Provincial Infrastructure**

No new news to report.

## **Outreach**

I am working on a schedule of events for the spring/summer/fall.

I am also in touch with Functional Transit and will be setting up a meeting to discuss ways that we can collaborate in the future. Projects like the Main Street, Provencher and Arlington protected bike lanes would be discussed, as would a potential bike share along the SWRTC.

I have also been working with Transcona Trails and Councillor Wyatt regarding a connection between the Panet & Mission intersection and the Regent/Transcona Trail intersection.

## **Education**

See [Jeremy's report](#). We will need to write a letter of support for the Green Action Centre to attain funding from MEC.

## **Fundraising**

### **MEC Sponsorship Agreement**

I am still waiting on terms of the partnership. I suspect we won't hear back until after the March 10<sup>th</sup> deadline for spring grant requests at MEC.

## **Grants**

### ***MEC Advocacy & Awareness Grant***

I am working on an Advocacy and Awareness grant to help with outreach with regard to the Arlington Protected Bike Lanes proposal.

### ***Manitoba Community Services Grant***

I will get something together on this after March 10<sup>th</sup>. The request will be to cover operating costs related to our participation in stakeholder groups.

## **Canada Summer Jobs**

Shawn, Kaye and I will need to meet this week.

## **Bike Winnipeg Education Committee Report, March 9, 2016**

The Education committee did not meet as a group this month, but the following activities took place:

### Proposal for Bicycling Education in the Schools

There was a second meeting of the steering committee for the proposed Bicycling Education in the Schools project. The meeting was attended by Jamie Hilland (Green Action Centre), Lea Grzenda (Green Action Centre), Brian O'Leary (Seven Oaks School Division Superintendent), two Principals from Seven Oaks S.D., Geoff Heath (the WRENCH), Anthony Lokke (MPI), Shannon Bunkowsky (MPI), Bromley Basford (Bike Winnipeg Ed. Committee), Dave Elmore (Bike Winnipeg Ed. Committee, etc.), Mark Cohoe (Bike Winnipeg Ed. Committee), Jeremy Hull (Bike Winnipeg Ed. Committee).

Based on comments from the superintendent and principals from Seven Oaks S.D. it is clear that they are ready to go ahead with the program and to provide release time for staff to be trained as bicycle education instructors. They may also help with the cost of buying a fleet of bicycles for the program. They want to make sure, however, that there is a good process for consulting with parents who they feel are key to the success of the program. Brian suggested that it might be necessary to go outside the school division to find an appropriate control area for evaluation purposes because new programs that are adopted within Seven Oaks tend to spread quickly to other schools.

Shannon and Anthony from MPI again indicated their support for the program and that they can cover the cost of the project manager. They would do this through an open request for proposals, once the details of the work have been worked out, and once the terms of reference of the steering committee are more formally established. MPI can also provide resources in kind, such as staff time. Jamie and Anthony had a meeting to discuss this and further meetings are planned to work out details. Drafts of the proposed RFP/job description and committee terms of reference will be circulated among the committee members for feedback before being finalized.

There was also general agreement that the term of the pilot project could be shortened from five years to three years. Other details were discussed, including how to source and finance the purchase of a fleet of bicycles. Various committee members were tasked with following up on this issue. It was also noted that there is a need for program development, over and above the project management role, and additional resources will be required to support that activity.

Following the meeting Jamie and MPI have been in touch and are looking towards a possible May start for the project manager. We are hoping that if all goes well the project can get started next year.

### Workplace based Cycling Education

Nothing more was done on this during the month. We will continue to work with MPI as they develop their Downtown Commuter Cycling program, and they may yet be able to accommodate some of the employers we have been in touch with into that program. They plan to start, however, with their own MPI employees.

## Bus Driver – Cyclist Education

A few additional educational resources (videos) have been identified by Laura. We are still looking for someone to take the lead on this issue, which would involve follow up with the transit union and considering whether a Manitoba educational video is needed and how it can be produced and financed here.

Bike Winnipeg  
Treasurer's Report as of **February 29, 2016**

This summary covers January 1 to February 29.

**Year-to-date operations**

	Income	Expense	Net
Overhead		1,800	(1,800)
Grants, Sponsors			
Membership, Donations			
T-Shirts			
Events / Concerts			
Core operation	\$ 0	\$ 1,800	\$ (1,800)
Bike Valet			
Overall	\$ 0	\$ 1,800	\$ (1,800)

**Financial position as of 2016-02-29**

Current assets	6,470
Less current liabilities	1,487
<b>Funds available</b>	<b>\$4,983</b>
Reserves	
Equipment reserve	800
Reserved Grant, ACU, NW Corridor	4,270
BV capital reserve	1,878
BV Working funds	8,939
	<b>\$15,887</b>

Notes:

Not much happened in February.

**DRAFT BUDGET**

**Bike Winnipeg January 1, 2016 - December 31, 2016**

3/2/16

**Revenues**

			<b>Amounts</b>	<b>Subtotals</b>
<b>Grants</b>				
MEC Partnership			\$3,000	
MEC Advocacy & Awareness Grant - Arlington	15%		\$5,969	
MB Community Services			\$3,000	
Other			\$0	
Sub-total				\$11,969
<b>Fundraising</b>				
Sponsorships			\$2,000	
<b>Events</b>				
Paid Rides			\$2,500	
Fall Concert			\$3,525	
<b>Merchandise</b>				
Jerseys	0	\$150	\$0	
T-Shirts	50	\$25	\$1,250	
Other			\$0	
Sub-total				\$9,275
<b>Membership</b>				
Memberships	250	\$20	\$5,000	
Donations			\$1,250	
Sub-total				\$6,250
<b>Advocacy</b>				
Downtown Protected Bike Lanes Popup			\$0	
Sub-total			\$0	\$0
<b>Education</b>				
Corporate Education - New Client	2	\$600	\$1,200	
Existing Client	1	\$500	\$500	
Sub-total				\$1,700
<b>Consulting Contracts</b>				
Bike Racks			\$0	
Sub-total			\$0	\$0
<b>Bicycle Valet</b>				
Fees			\$13,500	
Donations			\$750	
Sub-total				\$14,250
<b>Total Revenue</b>				<b>\$43,444</b>

**Expenses**

<b>Admin</b>				
<b>Staff</b>				
ED Contract		\$900	\$10,800	
ED Bonuses	10%		\$2,249	
Sub-total				\$13,049
<b>Board</b>				
Monthly Meetings	3	\$50	\$150	
AGM			\$300	
Sub-total				\$450
<b>Office</b>				
Business Cards	0	\$0.03	\$0	
Sub-total				\$0
<b>Website/Email/Social Media</b>				
Domain Registration		\$5	\$60	
Web Hosting		\$10	\$120	
Web Plugins			\$0	
Mailchimp		\$0	\$0	
Online Survey Tool	3	\$30	\$90	
Member/Volunteer Mgt Software		\$0	\$0	
Sub-total				\$270
<b>Professional Development</b>				
Webinars			\$363	
Workshop Fees			\$250	
Conference Fees		\$0	\$0	
Sub-total				\$613
<b>Affiliations</b>				
Eco-Centre			\$50	
Canada Bikes			\$60	

**DRAFT BUDGET**

**Bike Winnipeg January 1, 2016 - December 31, 2016**

3/2/16

				\$50	
				\$160	\$160
				\$333	
				\$0	
				\$333	\$333
				\$128	
			3.00%		
			\$0	\$0	
					\$128
				\$2,000	
				\$5,074	
					\$7,074
				\$0	
				\$200	
					\$200
				\$50	
				\$600	
				\$0	
				\$150	
				\$125	
				\$15	
				\$0	
			1000 0.15	\$150	
					\$1,090
				\$600	
				\$50	
				\$750	
					\$1,400
				\$1,900	
				\$1,000	
				\$0	
				\$750	
					\$3,650
				\$150	
				\$250	
				\$500	
				\$0	
					\$900
				\$400	
					\$400
				\$12,113	
				\$500	
					\$12,613
					\$12,613
				\$42,330	
			2.5%	\$1,058	
					\$43,388
					\$56

	Open	Revenue	Expense	Close
Capital Reserves				
BV	\$0.00	\$500.00	\$450.00	\$50.00
Display Trailer	\$0.00	\$400.00	\$0.00	\$400.00

	Open	Depreciation	Sales	Acquisition	Close
Fixed Assets					
BV	\$4,581.00	\$500.00	\$0.00	\$450.00	\$4,531.00
Display Trailer	\$1,113.00	\$500.00	\$0.00	\$0.00	\$613.00