

# MEETING MINUTES



MEETING **Guelph Cycling Advisory Committee**

DATE March 10, 2009

TIME 4:00 pm

PRESENT C. Carrere, L. Hohenadle, , D. Llewellyn, G. Logue, J. McDowell, B. Thompson, V. Waugh, I. Weir, G. Zhang.

REGRETS A. Kroll, M. Cameron, G. Hunter, R. Philips

## DISCUSSION ITEMS

AGENDA ITEM	DESCRIPTION/ACTION ITEMS (in green)
<p><b>Review of Previous Minutes</b></p>	<p>Voted in favour of Option 2 for drafting the Bicycle Transportation Plan:</p> <p>The TDM Coordinator shall gather recommendations from staff and draft each chapter of the Bicycle Transportation Plan. The TDM Coordinator will provide this draft to the GCAC for input. Any additions, suggestions, etc from the GCAC will be incorporated into the final draft.</p>
<p><b>Survey</b></p>	<p>Environics will be designing and implementing the cycling survey in Guelph. The survey is going to be 10-12 minutes long (approximately 20-25 questions), and will target cyclists and non-cyclists randomly throughout Guelph.</p> <p>Anticipated barriers were brainstormed to help identify which barriers may require further prompting from the interviewer for more detailed information (e.g. “convenience” could mean difficulty in transporting groceries, or it could mean time, or trip-chaining errands).</p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>- keep introduction vague (i.e. do not introduce as a cycling survey, but as a transportation survey) to avoid bias among respondents</li> </ul>
<p><b>Discussion of Enforcement recommendations</b></p>	<p>Two staff memos from Traffic Services about safety enforcement for cycling were reviewed and discussed. Staff will follow up with a review of collisions between cyclists and busses to determine if there are any trends</p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>- Improve safety at Gordon and Wellington, Speedvale, Stone Road between Gordon and Edinburgh</li> <li>- Endeavour to keep boulevard trails such as the one on Stone Road clear of all street furniture, utilities, and snow storage.</li> <li>- Provide an underpass facility for cyclists/pedestrians where river trails cross major roads (e.g. Speedvale at the Speed River crossing) to.</li> <li>- Provide signage alerting motorists of cyclists using shared lanes on busy streets, rather than or in addition to using “No Cycling on Sidewalks”</li> </ul>
<p><b>Events</b></p>	<p>Bicycle Friendly Guelph Launch – April 22<sup>nd</sup>, 4 pm – 6 pm</p> <ul style="list-style-type: none"> <li>- Meet at the Boathouse for a mass bike ride up to City Hall for a barbeque, music, displays from community groups and businesses, and a keynote address by the Mayor</li> </ul>

	<ul style="list-style-type: none"> <li>- Contact Jennie if interested in hosting a display.</li> <li>- Volunteers needed! We need all GCAC members to help attend, answer questions, talk to the participants, and enjoy the festivities!</li> </ul> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>- police control at the intersections (Police will help lead and follow the critical mass)</li> <li>- produce flyers/posters to distribute to bike shops, etc.: Can GCAC members with a website add a link or a banner to their page to help promote?</li> </ul> <p>Guelph Environmental Leadership EcoMarket</p> <ul style="list-style-type: none"> <li>- April 4<sup>th</sup></li> <li>- Contact Glynis Logue/Guelph Environmental Leadership for more info</li> </ul>
<b>Meeting Adjourned</b>	5:10 pm
<b>Next Meeting</b>	<b>Tuesday, April 7<sup>th</sup>, 4 pm - 5:30 pm</b>

# LAUNCH EVENT PLAN

## BICYCLE-FRIENDLY GUELPH



### GOAL

Kick-off BFGI  
 Create fun event where people can participate in BFGI and gather support for its goals  
 ENCOURAGE people to go by bike  
 EDUCATE people about safe-cycling and sharing the road

### AUDIENCE

General Public – particular focus on University students, motorists, parents  
 Cycling groups/stakeholders – bike stores & shops, GORBA, Guelph Police Bike Patrol and ByLaw Enforcement, GCAC members, councillors, mayor, Evan Ferrari, teachers from CELP program at GCVI, GCL, Transition Guelph,

### PARTNERS

Guelph Police  
 Heart Health Resource Centre  
 Wellington-Dufferin-Guelph *in motion*  
 Guelph Chamber of Commerce?  
 Bike Businesses/organizations

### KEY MESSAGES

BFGI - Getting Guelph to go by bike  
 Share the road – cycle safe  
 Know the rules before hitting the road  
 BFGI working to make cycling safer and more convenient in Guelph  
 Cycling is healthy, emission-free and fun way to travel

### TOOLS & TACTICS

#### Communications

##### Tools/tactics

Guelph.ca – updated  
 CityNews advertising  
 eNews  
 Facebook  
 Media release/relations

#### BFG Collateral

Bike-friendly Guelph decals  
 Reflective vests/t-shirts for volunteers  
 Cycling maps  
 City of Guelph Banner flags  
 Banner? from Bike Show  
 Retractable Banner

#### Event specific requirements

Posters promoting event  
 BBQ and food/drinks  
 Tables and chairs for displays  
 PA system for Mayor’s speech and music  
 Lane closure signs and notice boards  
 Bike racks at city hall  
 Balloons (Green and blue)

# LAUNCH EVENT PLAN BICYCLE-FRIENDLY GUELPH



TIMELINE			
INTERNAL ACTIVITY	WHO	EXTERNAL COMMUNICATIONS	WHO
<b>February</b>			
Communications planning/scheduling	SH	Facebook group started recruiting members	SH/JM
Research insurance/liability	SH		
Plan launch event logistics	SH/JM		
Book mayor	SH	Reach out to cycling businesses with invitation to participate in launch event to promote themselves to cycling community during BBQ	JM
Volunteer forms	SH		
<b>March</b>			
City Holler article – BFGI launch	SH/JM	Guelph newsletter article promoting launch, BFGI and share the road cycling tips etc.	SH
InfoNet Event	SH	Set up road signs notifying drivers of event April 23 4 to 6 p.m.	JM w/ Opera tions
Recruit volunteers	JM		
Facebook recruit volunteers	JM		
Guelph.ca/volunteerGW recruit volunteers	JM		
Train Bike Buddies to relay safe-cycling rules – riding single file, 1 to 1.5 metres from curb, obeying all traffic rules and signs, proper signalling etc. (Guelph Police may partner on this)	JM w/ Evan? Police?		
Draft mayor speaking notes	SH		
Recruit DJ	JM		
<b>April</b>			
Ensure bike lock-up at City Hall	JM/AM O	Mayor blog about launch event	SH/Ma yor
Book BBQ/catering food services	JM	City News ads	SH
Arrange tables, chairs	JM/SH	Guelph.ca calendar	SH
Rent audio equipment for mayor speaking opportunity and music	JM	Facebook posting	JM/SH
Set up area for cycling businesses to promote themselves	JM	Media release/advisory	SH
		Take photos at event	___?
		Post resulting photos on facebook	JM
		Remove event road signs	JM/Op eratio ns

# LAUNCH EVENT PLAN BICYCLE-FRIENDLY GUELPH



## MEASUREMENT & REPORTING

Track responses to volunteer recruiting  
Track number of cyclists participating in ride/BBQ  
Track number of posts on facebook

## RESOURCES & PLANNING

### Engineering/Operations

road signs, placement and removal - Don Kudo, Joanne Starr – Traffic Services

### TDM/Guelph Police Services

Recruit Bike Buddies – train team of 10 volunteers to lead cycling groups along route  
Train Bike Buddies to relay safe-cycling rules – riding single file, 1 to 1.5 metres from curb, obeying all traffic rules and signs, proper signalling etc.  
Ensure availability of bike lock-up at City Hall  
Book BBQ/catering food services

#### *Set up staging area*

welcome table, forms, banners, reflective leg bands, stickers, tattoos, take photos etc.  
Have Bike Buddies lead and follow (book ends) groups on no more than 10 additional cyclists north on Gordon St to City Hall  
Have Bike Buddies show cyclists where they can secure their bikes and enjoy the BBQ and refreshments.

#### *Set up landing area*

Reception table – more leg bands, tattoos, photo opportunities banners, cycling maps etc.  
speaking opportunity for Mayor  
arrange catering logistics  
set up exhibit spaces  
set up chairs/benches for people to sit and eat  
photo/story opportunity for media

### Communications

Posters  
CityNews advertising  
Guelph.ca/eNews  
Facebook  
Research insurance liability with Corporate Services  
Media release/relations

# MEETING AGENDA



MEETING **Guelph Cycling Advisory Committee**  
 DATE Tuesday, March 10, 2009  
 LOCATION Council Committee Room C  
 TIME 4 pm  
 CHAIR J. McDowell

## AGENDA ITEMS

ITEM	TIME	DESCRIPTION	HANDOUTS
1	4:00	Arrival	
2	4:10	Review of last month's meeting minutes: <ul style="list-style-type: none"> <li>Discuss process to draft the BTP: staff draft with review by GCAC, or GCAC review survey data and provide input first?</li> <li>Considerations throughout BTP (are individuals being considered among recommendations? Businesses/ industry? Schools and children? Seniors?)</li> </ul>	
3	4:30	Survey: <ul style="list-style-type: none"> <li>Review survey TOR and provide input on content of survey – is it going to achieve the information we need for the BTP? Is anything missing?</li> </ul>	Terms of Reference of Survey
4	4:45	Enforcement: discuss information provided by Traffic Services <ul style="list-style-type: none"> <li>What information should be included in the Bicycle Transportation Plan?</li> <li>What further questions do we need to ask?</li> <li>From your experiences, what else should be included, suggested, considered, or omitted? (e.g. bicycle helmet by-laws; riding on sidewalks, driver behaviour enforcement issues?)</li> </ul>	Traffic Services Memo
5	5:15	Events: Toronto International Bike Show  Bicycle Friendly Guelph Launch <ul style="list-style-type: none"> <li>Volunteers needed to lead the critical mass to City Hall</li> <li>Ideas for the event needed</li> <li>Help recruit participants!</li> </ul>	Event Plan Draft
6	5:20	Adjourn	
	"Bike Rack"	Evaluation: Jennie to investigate whether Canadian evaluation system similar to League of American Bicyclists exists.  Bicycle User Group Pilot	

## TERMS OF REFERENCE

### INTRODUCTION

The City of Guelph is seeking consulting services to advise on, administer, and analyse a survey on various aspects of cycling in Guelph. The intent of the survey is to determine trip origins, destinations, purpose and frequency of cycling in Guelph. The survey will provide the baseline data for developing a Bicycle Transportation Plan for the City of Guelph.

Among the City of Guelph's strategic goals are objectives to reduce greenhouse gas emissions and provide sustainable transportation that looks at all modes of transport. The 2005 Guelph Wellington Transportation Study identified the need for Transportation Demand Management (TDM) practices to encourage alternatives to the single-occupant vehicle including walking, transit and cycling. In 2006, the City established the TDM program to encourage sustainable transportation through infrastructure improvements, planning and transportation policies, and public education programs. The Bicycle-Friendly Guelph Initiative was adopted by council in May 2008 as part of the TDM program with the objective to triple the number of cycling trips in Guelph and move toward becoming a leading city for bicycle-friendly amenities, programs and design. The Bicycle-Friendly Guelph Initiative will be guided by a comprehensive Bicycle Transportation Plan. This plan will provide the framework for all future projects within the initiative and will be regularly updated to reflect the changing community needs and values. The Bicycle Transportation Plan will focus on utilitarian trips, and will only indirectly address recreational trips. The plan will be based on the "5 E's" approach:

1. Engineering (e.g. infrastructure, facilities, route connectivity)
2. Encouragement (e.g. promotion, communication, events)
3. Education (e.g. workshops, programs, communication materials, courses)
4. Enforcement (e.g. laws, bylaws, regulations)
5. Evaluation (e.g. modal share, collision rates, awareness, investment dollars)

The intent of the survey is to determine where people are travelling to, for what purpose, and by what modes. The public will also provide information about factors that might make them feel more or less comfortable cycling in Guelph, and why they do or do not cycle.

### CONTEXT

Guelph's population of 115,000 residents is projected to grow to 165,000 by 2031, and the number of jobs is expected to increase from 65,000 to 95,000. Guelph has a population of approximately 18,000 full-time undergraduate and graduate students that are attending the University of Guelph. The students are a population group that uses bicycles as a utilitarian mode of transportation more than the average Guelph resident. The majority of Guelph's workers (69%) live in Guelph. The Downtown, University, and Northwest Business District areas currently provide nearly half of Guelph's employment. About 20% of Guelph workers come from the Region of Waterloo.

Guelph is a mid-sized city that spans 14 km at its longest North-South length, and 10 km at its widest point from East to West. According to the 2005 Guelph Wellington Transportation Study, 75% of trips originate and end in Guelph. Our 2006 modal share figures indicate that walking accounts for 6.3% of daily trips (equivalent to 15,000 trips), Transit follows at 5.2%; and auto as passenger and auto as driver account for 17.1% and 66.3% of daily trips, respectively (2006 figures). The average modal share of daily cycling trips within Guelph is 1.1%. The average trip distance for cycling in Guelph is 3.08 km. The

mode shares range from 0% to 1.5% across the planning districts; however, the highest mode share of cyclists is found in the University neighbourhood (2.5%).

The Downtown and the University area are two major nodes that are central to most activities. The city has a network of off-road trails that take advantage of natural features including two major rivers that pass through the city. The City of Guelph is perceived as a lively bicycling community, and has a very high number of bicycle shops per capita. These businesses contribute to a dynamic culture of cycling and bicycle-related activities in Guelph, including custom bike building, off-road biking associations, bike accessory and trailer businesses, and cycling-related events. The fair-weather months often result in Critical Mass bike rides coordinated by grassroots organizations or individuals who support cycling as a mode of transportation.

## **SURVEY DESIGN AND IMPLEMENTATION**

The preparation and execution of this project will be completed by a consultant with expertise in transportation planning, survey design and public consultation, and an understanding of municipal issues and local government functions. The survey will be implemented under the supervision of City of Guelph TDM staff. The consultant will be responsible for:

- Recommending the format and implementation of the survey (e.g. telephone, web, number of households targeted, etc)
- Survey administration that will ensure robust and unbiased results
- Results analyses
- A final report summarizing the process and results. All materials should be reproducible and available to the City in electronic format.

Objectives of the survey include:

- To gauge Guelph residents' cycling and other transport patterns
- To determine preferences for cycling infrastructure and programming that would encourage residents to cycle more often
- To identify what barriers or challenges currently might prevent residents from cycling more frequently
- To obtain survey results that are statistically significant, unbiased, and representative of City population as a whole
- To develop a report on the survey that will clearly document the findings and summarize the results.
- To complete the survey development, implementation, and analysis within 3 months.
- To use the data as a baseline for future studies to evaluate the effectiveness of programming and infrastructural projects within the Bicycle Transportation Plan

City staff has done research into best practices for urban cycling in other

Municipalities, and have identified the different components of cycling that need to be addressed. The survey questions should address the following topics:

1. General travel patterns and behaviours



- a. Origins and Destinations
  - b. Trip purposes
  - c. Frequency of trips by various modes of transportation
  - d. Demographic information
2. "Bikeability": Factors that affect cycling behaviour
- a. Preferred types of routes (on-road, off-road, separated bike paths, etc)
  - b. Perceptions of safety
  - c. Effects of topography (hills, bridges, distance)
  - d. Impacts of facility conditions (road/trail condition, signage, connectivity, lighting)
  - e. Physical barriers to cycling (structures such as bridge, underpasses, construction)
  - f. Availability of end-of-trip facilities (secure long-term bike storage, lockers, showers)
  - g. Incentives (educational programs, facilities, commuter benefit incentives at workplaces, recognition)
  - h. Multimodal transportation opportunities (bus, rail)
  - i. Consideration of transport of goods (groceries, children, bulky/heavy items)
  - j. Laws and regulations
  - k. Weather and time of day
  - l. Experiences in dangerous or unsafe conditions (e.g. number of accidents witnessed or experienced)
  - m. Perception of hazard associated with various factors (parked cars, snowy bike lanes)
3. Communication
- a. How respondents prefer to receive information about cycling (routes, safety, education, etc)
  - b. Effectiveness of various educational programs / formats (courses, pamphlets, web info, maps and route-planning, etc)

### **PROJECT ADMINISTRATION**

Consultants will survey residents' opinions in a way that is unbiased. It is expected that the consultant will have at least two meetings with staff to develop the survey questions one meeting to present preliminary results, and one meeting to present the final report. .

Administration details are as follows:

- 1) The survey is to be conducted between April 27<sup>th</sup> and May 10<sup>th</sup> to coincide with increased cycling activity.
- 2) It is anticipated that this study will be completed in three stages starting on or before March 1<sup>st</sup> with completion on or before June 1<sup>st</sup> 2009:

Task 1: compiling background information and developing the questionnaire starting on or before March 1<sup>st</sup>

Task 2: conducting of the questionnaire between April 27<sup>th</sup> and May 10<sup>th</sup>.

Task 3: analysing the survey results and the development of final report due on or before June 1<sup>st</sup> 2009

## **SUBMISSION REQUIREMENTS**

The submission package should contain the following components:

1. Introductions
2. Project Team - identify prime consultant brief description for each member firm and include an organizational structure chart
3. Experience
4. Project Approach / Methodology
5. Schedule of each task and a fee schedule for each task
  
6. Resumes (please limit to 2 pages per person)

## **RESOURCES**

2005. "Guelph Trails Master Plan". Available online at <http://www.guelph.ca/living.cfm?itemid=68045&smocid=2142>

*Note: The GTMP identifies key linkages and off-road connections, and provides a prioritized phased approach to implementing the plan. This plan should be used as a resource during survey analysis to help suggest priority network improvements to the cycling network. However, the GTMP focuses on recreational trip purposes only, and this must be kept in mind when attempting to coordinate recommendations for the cycling plan.*

2005. "Guelph-Wellington Transportation Study", Chapter 4. Available online at <http://guelph.ca/living.cfm?itemid=68351&smocid=2093>

2008. "Report to Council: Bicycle-Friendly Guelph Initiative". Available online at [http://guelph.ca/uploads/ET\\_Group/engineering/TDM/Council%20Approval%20of%20Bicycle%20Friendly%20Guelph%20initiative.pdf](http://guelph.ca/uploads/ET_Group/engineering/TDM/Council%20Approval%20of%20Bicycle%20Friendly%20Guelph%20initiative.pdf)

"Bikeability checklist" <http://www.bicyclinginfo.org/pdf/bikabilitychecklist.pdf>

# MEETING AGENDA



MEETING **Guelph Cycling Advisory Committee**  
 DATE Tuesday, April 7, 2009  
 LOCATION New City Hall, Committee Room D  
 TIME 4 pm  
 CHAIR J. McDowell

## AGENDA ITEMS

ITEM	TIME	DESCRIPTION	HANDOUTS
1	4:00	Arrival	
2	4:10	Introduction of draft Cycling Survey questionnaire <ul style="list-style-type: none"> <li>• Short summary of objectives of survey</li> <li>• 15 minutes to review draft and organize thoughts               <ul style="list-style-type: none"> <li>○ Does it ask the right questions?</li> <li>○ Pick three questions that you feel aren't fundamental to the objectives of the survey</li> <li>○ Note any questions, observations, or suggestions you might have</li> </ul> </li> <li>• Review group's thoughts.</li> </ul>	Draft survey
3	4:40	Review of Enforcement draft recommendations: <ul style="list-style-type: none"> <li>• What more do you feel traffic services could do to enforce safer driving and/or cycling?</li> <li>• " " " Police services " " "</li> <li>• As a cyclist, what do drivers need enforcement on? As a driver, what do cyclists need enforcement on?</li> </ul>	Enforcement Recommendations: Working draft
4	5:00	Bicycle Friendly Guelph Launch (April 22 <sup>nd</sup> , 4-6 pm) <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Music</li> <li>• Poster distribution</li> <li>• Other ideas?</li> </ul>	
5	5:15	Niagara Joint Cycling Committees Meeting (Halton, Waterloo, Guelph, Haldimand) <ul style="list-style-type: none"> <li>• Suggestions for 2 or 3 of our highest priority agenda items for inclusion on the meeting list</li> </ul>	
6	5:20	Adjourn	
	<b>"Bike Rack"</b>	Evaluation: Jennie to investigate whether Canadian evaluation system similar to League of American Bicyclists exists.  Bicycle User Group Pilot	

# MEETING MINUTES



MEETING **Guelph Cycling Advisory Committee**  
 DATE April 7, 2009  
 TIME 4:00 pm  
 PRESENT M. Cameron, C. Carrere, L. Hohenadle, , A. Kroll, D. Llewellyn, J. McDowell, R. Philips, B. Thompson, I. Weir.  
 REGRETS G. Hunter; G. Logue; V. Waugh

## DISCUSSION ITEMS

AGENDA ITEM	DESCRIPTION/ACTION ITEMS (in green)
<b>Draft Cycling Survey</b>	<p>Diana Macdonald from Environics presented an overview of the purpose and objectives of the draft Cycling Survey. GCAC was given the opportunity to provide comments. Comments have been included in the final version of the draft.</p> <p>Interviewers will begin the survey on April 15<sup>th</sup>, and will continue for 2-3 weeks after. A sample size of approximately 400 is the target. A media release will go out Thursday, April 9<sup>th</sup>.</p>
<b>Review of Enforcement Recommendations</b>	<p>This item was deferred. GCAC members are asked to review the handout on Enforcement Recommendations and provide feedback via email to <a href="mailto:tdm@guelph.ca">tdm@guelph.ca</a> on the following questions:</p> <ol style="list-style-type: none"> <li>1. Have these recommendations captured all areas of “enforcement” that you feel need strengthening or improvement in Guelph?</li> <li>2. Are there any recommendations you feel are unnecessary? Why?</li> <li>3. Do you have questions or concerns about any of the recommendations?</li> <li>4. Any syntax, spelling, or grammar improvements?</li> </ol>
<b>Bicycle-Friendly BBQ event</b>	<p>GCAC members are encouraged to attend the Bicycle-Friendly BBQ on April 22<sup>nd</sup>, from 4 pm to 6 pm! Meet the bike parade at the covered bridge at 4 pm, or join us later outside old city hall (59 Carden Street) at 4:30 pm for the Mayor’s speech, a draw announcement, and music!</p> <ul style="list-style-type: none"> <li>- Alicja suggested investigating the costs of a balloon clown for kids.</li> <li>- PDF files of the poster will be emailed to GCAC members to share with their networks. If you need printed copies, inform Jennifer of how many.</li> <li>- A web banner for the event can also be provided.</li> </ul>
<b>Niagara Joint Cycling Cmte Meeting</b>	<p>Suggestions for the top 2 or 3 priority agenda items for cycling could come from the survey results.</p>
<b>“Bike Rack”</b>	<ol style="list-style-type: none"> <li>1. Bicycle User Groups – Melissa Cameron</li> <li>2. Jennie to investigate whether Canada has an equivalent evaluation system similar to League of American Bicyclists</li> </ol>
Meeting Adjourned	5:30 pm
<b>Next Meeting</b>	<b>Tuesday, May 12<sup>th</sup>, 4 pm - 5:30 pm, Committee Room D</b>

# MEETING AGENDA



MEETING **Guelph Cycling Advisory Committee**  
 DATE Wednesday, May 13, 2009  
 LOCATION New City Hall, Committee Room D  
 TIME 4:30 pm  
 CHAIR J. McDowell

## AGENDA ITEMS

ITEM	TIME	DESCRIPTION	HANDOUTS
1	4:30	Arrival	
2	4:40	Report back on Cycling Survey success	
3	4:45	Feedback on Bicycle-Friendly Guelph Initiative event	
4	4:50	Feedback on Enforcement Recommendations Draft <ul style="list-style-type: none"> <li>• Review updated draft</li> <li>• Additional suggestions/edits/comments</li> </ul>	Draft Recommendat ions
5	5:20	Evaluation Enforcement Recommendations: Brainstorm <ul style="list-style-type: none"> <li>• What can be identified as indicators?</li> <li>• How will these indicators be measured?</li> <li>• How frequently will indicators be measured?</li> <li>• How will we record and track evaluative components?</li> </ul>	
6	6:00	Adjourn	
	<b>"Bike Rack"</b>	Evaluation: Jennie to investigate whether Canadian evaluation system similar to League of American Bicyclists exists.  Bicycle User Group Pilot	

# MEETING MINUTES



MEETING **Guelph Cycling Advisory Committee**  
 DATE May 13, 2009  
 TIME 4:30 pm  
 PRESENT M. Cameron, C. Carrere, D. Llewellyn, J. McDowell, R. Philips, B. Thompson, T. Donegani, M. Colvin., V. Waugh  
 REGRETS G. Hunter; G. Logue; L. Hohenadle, A. Krol.

## DISCUSSION ITEMS

AGENDA ITEM	DESCRIPTION/ACTION ITEMS (in green)
<b>Updates on Cycling Survey</b>	<p>The Cycling Survey was completed in mid-April and <b>preliminary</b> results were made available in early May. The following summarizes the preliminary results.</p> <ul style="list-style-type: none"> <li>- 56% of cyclists who cycle at least once a week use both on and off-road routes</li> <li>- Gordon St, Edinburgh Rd, &amp; Victoria Rd. are the top 3 on-road routes used.</li> <li>- Recreational purposes are the predominant trip purpose (89%) (utilitarian = 45%)</li> <li>- Top 3 infrastructural motivators include bike lanes, wide curb lanes, and off-road alternatives for trips.</li> <li>- Those who cycle for work are more likely to consider showers and lockers a motivator to cycling.</li> <li>- Top 3 barriers to cycling included vehicles passing too close, vehicles speeding, and being cut off by vehicles. There was variance by gender for these barriers.</li> <li>- The Internet was by far the most popular method of obtaining cycling information</li> </ul>
<b>Feedback on Bicycle-Friendly Guelph Initiative Event</b>	<p>Overall feedback was very positive about the launch event for the Bicycle Friendly Guelph Initiative. It was recommended that some way of identifying the cyclists, perhaps with a banner, would have made it more clear to observers that they were part of a Bicycle-Friendly event.</p>
<b>Feedback on Enforcement Recommendations Draft</b>	<p>The draft was reviewed by the GCAC and further suggestions were noted for inclusion in the final draft.</p> <p>This version will be re-circulated to staff for technical edits, and put aside until the full BTP is completed and is brought to the public for consultation.</p>
<b>Evaluation of Enforcement Recommendations: Brainstorm</b>	<p>This item was deferred due to lack of time.</p>
<b>“Bike Rack”</b>	<ol style="list-style-type: none"> <li>1. Evaluation of enforcement recommendations brainstorm</li> <li>2. Bicycle User Groups – Melissa Cameron</li> <li>3. Jennie to investigate whether Canada has an equivalent evaluation system similar to League of American Bicyclists</li> </ol>
<b>Meeting Adjourned</b>	<p>6:00 pm</p>
<b>Next Meeting</b>	<p><b>Tuesday, June 9<sup>th</sup>, 4 pm - 5:30 pm, Committee Room D</b></p>

# MEETING AGENDA



MEETING **Guelph Cycling Advisory Committee**  
DATE Tuesday, June 9, 2009  
LOCATION New City Hall, Committee Room D  
TIME 4:00 pm  
CHAIR J. McDowell

## AGENDA ITEMS

ITEM	TIME	DESCRIPTION	HANDOUTS
1	4:00	Arrival	
2	4:20	Youth Cycling Program – Presentation by Evan Ferrari	
3	4:10	Further Results from Cycling Survey	Draft Report
4	4:35	Deferred from last meeting - Evaluation Enforcement Recommendations: Brainstorm <ul style="list-style-type: none"><li>• What can be identified as indicators?</li><li>• How will these indicators be measured?</li><li>• How frequently will indicators be measured?</li><li>• How will we record and track evaluative components?</li></ul>	
6	5:00	Toronto Bike Summit Highlights	
7	5:30	Adjourn	

# MEETING MINUTES



MEETING **Guelph Cycling Advisory Committee**  
 DATE June 9, 2009  
 TIME 4:00 pm  
 PRESENT M. Cameron, M. Colvin, T. Donegani, L. Hohenadle, G. Hunter, J. McDowell, B. Thompson, V. Waugh  
 REGRETS G. Logue; A. Krol, C. Carrere, R. Philips. D. Llewellyn,

## DISCUSSION ITEMS

AGENDA ITEM	DESCRIPTION/ACTION ITEMS (in green)
<b>Youth Cycling Program – Presentation by Evan Ferrari</b>	Evan outlined the cycling education programs available in Guelph. These include: police cycling education in schools for grade 4-6 students, a GORBA trail patrol program, Can-Bike program run by Evan through Parks and Recreation for 9-13 year olds each spring, Can-Bike certification for participants in the School Boards' CELP and TERRA environmental leadership programs, Can-Bike II training for police officers who will ride bikes on the job. Goals of programs are to improve cycling confidence and safety. <b>Next steps for the GCAC members include: networking among cycling educators, to promote each others programs, add value to existing programs.</b>
<b>Cycling Infraction Diversion Program</b>	Jennifer introduced concept of a diversion program whereby police or bylaw officers would offer those caught violating cycling rules (especially cycling on the sidewalk) the opportunity to take a cycling course instead of paying a fine. GCAC was generally very supportive although they expressed some concerns about forcing people off the sidewalk in select cases where that is a safer option than cycling on the roadway. Recommendation that drivers not obeying laws related to sharing the road with cyclists also be offered the class.
<b>Further Results from Cycling Survey</b>	Overall, there are no large surprises in the survey results. However, respondents report cycling more frequently than members expected. The report identified recreational cyclist as a possible captive audience for programs and infrastructure improvements. GCAC recommended increasing the use of charts instead of tables in many cases, and correcting some ambiguous wording. <b>GCAC members are encouraged to provide further comments on or before Friday, June 12.</b>
<b>Evaluation Enforcement Recommendations Brainstorm</b>	Possible indicators: <ol style="list-style-type: none"> <li>1. The number of bike facility maintenance complaint made to City Hall</li> <li>2. Evaluation checklist that includes yes/no monitoring items, such as whether Guelph Police has done an annual update on safety concerns/infraction stats./collisions etc</li> <li>3. Enrolment in cycling education courses</li> <li>4. Number of bike safety blitzes/number of citations issued</li> </ol> <p><b>Item deferred for further consideration by GCAC</b></p>
<b>Toronto Bike Summit Highlights</b>	Bike summit on May 29 <sup>th</sup> brought together bike professionals from around the world to share ideas, success and challenges. Some highlights were presented: <ul style="list-style-type: none"> <li>• Demographic factors that <i>do not</i>, and policies that <i>do</i> explain the difference in cycling mode share between North America and Germany</li> <li>• The state of research regarding the effectiveness of various cycling interventions</li> <li>• New bicycle pavement markings and signs proposed by the Transportation</li> </ul>



	<p>Association of Canada</p> <ul style="list-style-type: none"> <li>• New York City's successes with physically separated bike facilities</li> <li>• Association of Pedestrian and Bicycle Professionals updates for Bicycle Parking Best Practices and in street bicycle parking</li> <li>• Go Transit's approaches to shifting station access away from the private car and towards other modes</li> <li>• City of Toronto Bicycle Parking Guidelines address issues of parking quality and site access to be used as a resource by developers and city staff</li> </ul>
<b>"Bike Rack"</b>	<ol style="list-style-type: none"> <li>1. Further evaluation of enforcement recommendations brainstorm</li> <li>2. Bicycle User Groups – Melissa Cameron</li> </ol>
Meeting Adjourned	5:45 pm
<b>Next Meeting</b>	<b>July 14<sup>th</sup>, 4 p.m. unless otherwise indicated.</b>

# MEETING AGENDA



MEETING **Guelph Cycling Advisory Committee**  
 DATE Wednesday August 12, 2009  
 LOCATION New City Hall, Meeting Room C  
 TIME 4:30 pm  
 CHAIR T. Donegani

## AGENDA ITEMS

ITEM	TIME	DESCRIPTION	HANDOUTS
1	4:30	Arrival	
2	4:35	BFGI Updates <ul style="list-style-type: none"> <li>• Bicycle Policy</li> <li>• Network improvements for next year</li> </ul>	Bicycle Policy
3	4:45	Draft Network Plan reviewed by GCAC	Draft Network Plan
4	5:25	Engineering recommendations reviewed by GCAC <ul style="list-style-type: none"> <li>• Structure</li> <li>• Content additions/revisions</li> <li>• Discussion on approaches to bike parking</li> </ul>	Draft Recommendations
5	5:55	Evaluation Enforcement Recommendations: discuss ideas <ul style="list-style-type: none"> <li>• Item deferred from last meeting due to lack of input</li> </ul>	
6	6:30	Adjourn	
	<b>"Bike Rack"</b>	Evaluation: Jennie to investigate whether Canadian evaluation system similar to League of American Bicyclists exists.  Bicycle User Group Pilot	

# MEETING MINUTES



MEETING **Guelph Cycling Advisory Committee**  
 DATE August 12, 2009  
 TIME 4:00 pm  
 PRESENT M. Cameron, T. Donegani, M. Dipple, D. Llewellyn, B. Thompson, R. Phillips  
 REGRETS G. Hunter, G. Logue, L. Hohenadle, A. Krol, C. Carrere, M. Colvin, V. Waugh, J. I. Wier, McDowell

## DISCUSSION ITEMS

AGENDA ITEM	DESCRIPTION/ACTION ITEMS (in green)
<b>BFGI Updates</b>	<ul style="list-style-type: none"> <li>• Tim distributed the Bicycle Policy adopted at council on July 20, 2009</li> <li>• Mellissa Cameron will be resigning from CGAC as a community at large representative. GCAC thanks her for her excellent contributions. She will be replaced by Mark Dipple.</li> <li>• Budgeted Bike lane improvements announced. 25.2 lane km in next two years</li> <li>• Requested update on status on cycling survey. <b>Distribute Final Survey Report to GCAC electronically.</b></li> </ul>
<b>Draft Network Plan Review</b>	<p>Tim outlines process involved in developing the draft network. Data overlay and iterative process by City Staff to make a network that is accessible from all origins and connects major destinations, is direct, and maximizes cyclist comfort and safety. GCAC were supportive of network overall. The following recommendation were made:</p> <ul style="list-style-type: none"> <li>• A safe crossing of Gordon Street immediately north of the Speed River to make for a safe trail connection. Rajan indicated that a solution may be possible</li> <li>• Concern about the legality and safety major trail rail in plan crossing the Railway in the York District lands. (Same issue may apply at Silver Creek Pky)</li> <li>• GCAC concerned about getting bike lanes on Speedvale east of Woolwich. <b>Rajan predicts no sig. problems but will look into issue further.</b></li> <li>• Rajan indicates that bike lanes are not desired on Woodlawn west of Woolwich due to truck routes and width consideration</li> <li>• Cycle track on at York and Watson area deemed unnecessary due to low cyclist volume</li> <li>• Signed Route recommended on Southgate</li> <li>• The off-road trail crossing Stone Road near Janefield needs special treatment</li> <li>• Recommend school locations be mapped and make sure a bike facility connects all of these to the larger network</li> </ul>
<b>Evaluation Enforcement Recommendations Brainstorm</b>	<p>Possible indicators:</p> <ol style="list-style-type: none"> <li>1. The number of bike facility maintenance complaints made to City Hall</li> <li>2. Guelph Police's awareness of safety concerns: emails, or evaluation checklist</li> <li>3. Number of people taking cycling education courses</li> <li>4. Number of bike safety blitzes/number of citations issued</li> <li>5. High school students to count parked bikes at major destinations. Time spent may count toward community service requirement</li> <li>6. Positive enforcement citations (ice cream tickets for proper safety equipment)</li> <li>7. <b>Media pieces about bike accident explains who was at fault and why</b></li> </ol>

<b>Engineering Section Text</b>	<p>Overall GCAC thought the engineering section was thorough, ambitious and appropriate. The following recommendation were made</p> <ul style="list-style-type: none"> <li>• Plan should recommend bikeways outside of parked cars on downtown streets</li> <li>• Given the network will take time to complete, interim share the road signage recommended on bike network gaps</li> <li>• Intersections with Hanlon Expressway need special treatment. Bike facilities may be piggybacked on upcoming upgrades</li> <li>• Winter Trail maintenance consideration should be determined by its identification as a spine, or primary, route</li> <li>• Address City's loose leaf collection policy and its impact on cyclists</li> <li>• Where constrains prevents two bike lanes, consider installing one in the uphill direction</li> <li>• Investigate changing signage on section of Royal Recreation Trail and Heffernan St bridge to change from "Cyclists Dismount" to "Cyclists yield to Pedestrians"</li> <li>• Site plans should show access to bike racks in a way that discourages riding on sidewalks</li> <li>• GCAC reticent to require bike lockers, cages, showers and change facilities given the cost to business. One option may be to provide minimal end-of-trip facilities with an overflow plan when demand exceeds supply</li> <li>• Bike parking design guidelines will help get good quality bike parking</li> <li>• Bike racks at major transit stops</li> </ul>
<b>"Bike Rack"</b>	<ol style="list-style-type: none"> <li>1. Bicycle User Groups – Melissa Cameron</li> <li>2. TDM co-ordinator to investigate whether Canada has an equivalent evaluation system similar to League of American Bicyclists</li> </ol>
Meeting Adjourned	6:30 pm
<b>Next Meeting</b>	<b>To be determined</b>

# MEETING AGENDA



MEETING **Guelph Cycling Advisory Committee**  
 DATE Thursday October 15, 2009  
 LOCATION New City Hall, Meeting Room D  
 TIME 5:00 pm  
 CHAIR T. Donegani

## AGENDA ITEMS

ITEM	TIME	DESCRIPTION	HANDOUTS
1	5:00	Arrival	
2	5:05	Unnamed cycling advocacy group to address GCAC and discuss goals, opportunities, plans and networking. Representatives are Bryan McPherson, Matt Little and Zoe Barrett-Wood	
3	5:25	Draft Network Plan reviewed by GCAC	Draft Network Plan
4	5:45	Discuss suitability of bikeway design options proposed for Edinburgh between Speedvale and London	
5	6:00	Discuss goals and ideas for education and encouragement sections of plan	
6	6:15	Outline and discuss problems revealed by Elizabeth St Bike lanes representation issue including GCAC procedures and committee chair	
7	6:30	Next Meeting	
8	6:40	Adjourn	
	<b>"Bike Rack"</b>	Evaluation: Tim to investigate whether Canadian evaluation system similar to League of American Bicyclists exists.  Bicycle User Group Pilot	

# MEETING MINUTES



MEETING **Guelph Cycling Advisory Committee**  
 DATE October 15, 2009  
 TIME 5:00 pm  
 PRESENT T. Donegani, M. Dipple, C. Carere, B. Thompson, J. Gauthier, I. Wier, Zoe Barret-Wood, Matt Little, Bryan McPherson  
 REGRETS G. Hunter, L. Hohenadle, A. Krol, M. Colvin, V. Waugh, D. Llewellyn, R. Philips

## DISCUSSION ITEMS

AGENDA ITEM	DESCRIPTION/ACTION ITEMS (in green)
<b>Presentation by new cycling advocacy group</b>	<ul style="list-style-type: none"> <li>• Zoe, Bryan M and Matt presented the goals of the unnamed advocacy group. While they have many active transportation goals they primarily strive to have more people on bikes. Priority areas include:               <ul style="list-style-type: none"> <li>○ Education and awareness especially programming in schools</li> <li>○ Improved end-of-trip facilities</li> </ul> </li> <li>• Many of their goals and interest are common with GCAC so there is opportunity for collaboration</li> <li>• Membership is mostly students, but they are looking to reach out to community</li> <li>• Group discussed possibility of sharing with GCAC resources and findings as well as distributing research tasks</li> <li>• Planned Initiatives include: workshops, on safety, maintenance etc; documentary screenings; speakers series, blog or website, online bike routing program, work with businesses to become more bicycle friendly, bike repair stands at farmers' market, advocating for improved drivers' education, bike friendly business certification, car free events (cycloviva)</li> <li>• Contact email is gobikeguelph@gmail.com</li> <li>• <b>Tim to supply several contacts and digital version of current traffic volumes map</b></li> </ul>
<b>Draft Network Plan Review</b>	<p>Tim reviewed state of the draft bike network plan. He described method as an iterative process by City Staff and GCAC to make a network that is accessible from all origins and connects major destinations; is direct; and maximizes cyclist comfort and safety. GCAC were supportive of network overall. The following recommendation were made:</p> <ul style="list-style-type: none"> <li>• GCAC recommended share the road signage on the portion of Edinburgh road between Wellington and Paisley where a bike facility is not practical</li> <li>• Brian T. recommended Scottsdale Rd should be ( and should have been) repainted with for bicycle lanes while reducing motor vehicle lane widths</li> <li>• Cosmo recommended investigating add an off road trail connection immediately east of The Hanlon between the speed river and the hydro corridor which starts at Westwood drive.</li> </ul>
<b>Discuss proposed bikeway as on Edinburgh near Willow</b>	<p>GCAC were supportive of the proposed solution design given site constraints. They recommended that the following measures be incorporated in the design:</p> <ol style="list-style-type: none"> <li>1. Lighting to ensure visibility of pedestrians and cyclists and to improve the cyclists' visibility as they return to the roadway.</li> <li>2. Signage indicating how pedestrians and cyclists are to share this facility</li> <li>3. Good paint and material treatment to encourage the use of the facility as intended</li> </ol>

	<p>4. Given the steep grades, consider installing convex mirrors where sightlines are poor and may lead to cyclist-pedestrian conflict or 'scare'. For design specifics see handout.</p>
<p><b>Goals for Education and Encouragement sections of plan</b></p>	<ul style="list-style-type: none"> <li>• It was decided the education and encouragement section has many overlaps and work on these could, in the opinion of GCAC, happen concurrently in order to save time</li> <li>• The group brainstormed some education and encouragement initiative as a point of departure for this part of the plan. Items included: Community events; presentations to school children with possible integration of cycling and bikes into curriculum; documentary screenings; regular newspaper articles and Op-Eds, this could include interviews with interested potential cyclists; publish a bike zine; advertising cycling, sponsor urban design contest for an intersection to include bike friendly design, public art, etc; rewards and incentives by businesses; marketing to children to encourage parents to cycle or allow children to cycle; improved drivers' education; Guelph to challenge another city to meet cycling goals; work with politicians and opinion leaders to bike.</li> </ul>
<p><b>Discuss process making political or advocacy representation</b></p>	<p>Notwithstanding the terms of reference establishing GCAC as a body to draft the bike plan, members and some city councillors envision an advocacy and political role for the committee. Staff currently chairs this committee, however they cannot procedurally or ethically advocate nor present political opinions to council. As such the committee found a need for a process for identifying and presenting an advocate's opinion on specific issues facing council. <i>Based on discussion with GCAC Tim will draft a process for addressing these issues.</i></p>
<p><b>"Bike Rack"</b></p>	<p>1. TDM co-ordinator to investigate whether Canada has an equivalent evaluation system similar to League of American Bicyclists</p>
<p>Meeting Adjourned</p>	<p>6:45 pm</p>
<p><b>Next Meeting</b></p>	<p><b>Thursday November 12<sup>th</sup>, 5:00 PM</b></p>

# MEETING AGENDA



MEETING **Guelph Cycling Advisory Committee**  
DATE Thursday, November 12, 2009  
LOCATION New City Hall, Meeting Room D  
TIME 5:00 pm  
CHAIR T. Donegani

## AGENDA ITEMS

ITEM	TIME	DESCRIPTION	HANDOUTS
1	5:00	Arrival	
2	5:05	Roundabouts Canada present and discuss providing for cyclists at roundabouts	
3	5:25	IBI consultants present research on cycle tracks and a possible implementation on Stone Road and or Gordon Street	
4	5:45	Discussion of cycle track issues	
5	6:05	Discussion of problems regarding GCAC and political representations	
6	6:10	Progress on Education and Encouragement section of BTP	
7	6:20	Next Meeting	
8	6:30	Adjourn	
	<b>"Bike Rack"</b>	Evaluation: Tim to investigate whether Canadian evaluation system similar to League of American Bicyclists exists.	



# MEETING MINUTES



MEETING **Guelph Cycling Advisory Committee**  
 DATE November 12, 2009  
 TIME 5:00 pm  
 PRESENT Phil Weber, Norma Moores, John Perks, Dan Roethel, Majde Qaqish, Don Kudo, Rick Henry, Tim Donegani, Cosmo Carere, Ian Wier, Zoe Barret-Wood, Bryan Thompson, Dylan White  
 REGRETS Greg Hunter, Luke Hohenadle, Aicja Kennedy, Mark Colvin, Tori Waugh, Dave Llewellyn, Rajan Philips, Glynis Logue, Jacqueline Gauthier

## DISCUSSION ITEMS

AGENDA ITEM	DESCRIPTION/ACTION ITEMS (in green)
<p><b>Presentation by Phil Webber Ourston Roundabouts Canada</b></p>	<ul style="list-style-type: none"> <li>• As part of the Gordon-Norfolk Environmental Assessment a roundabout is being considered for the 5-points intersection at Norfolk, Norwich and Woolwich streets</li> <li>• This intersection will be reconstructed in 2010 with Infrastructure Stimulus Funding (ISF)</li> <li>• The historic rate of collisions at this intersection is low</li> <li>• Roundabouts can significantly improve safety for pedestrians and motorist but, safety benefits for cyclists are more modest at 10-30%</li> <li>• Roundabout design best practice for bikes discontinues the bike lane prior to the roundabout. Cyclist should use the middle of the lane. A parallel option often included provides a ramp up to the sidewalk for less confident cyclists to dismount and walk their bike around the roundabout.</li> <li>• GCAC had limited feedback on Phil's presentation. Some questions included: why are safety gains more modest for cyclists? and do we expect less confident cyclists will dismount on the sidewalk or will they ride on the sidewalk and risk a collision? Phil was unable to answer these questions</li> </ul>
<p><b>Presentation by Norma Moores from IBI on Bikeways for Stone and Gordon</b></p>	<ul style="list-style-type: none"> <li>• Bikeways will be constructed on Gordon Streets to fill the gap between south of Stone Rd and south of Hearts Ln; and on Stone Road from Victoria to Scottsdale. This ISF project will be completed in 2010</li> <li>• Given the high cyclist volumes (existing and potential) and high speed and high volume of motor vehicles the project team are considering a bikeway with more physical protection and comfort than the traditional painted bike lane</li> <li>• Norma presented several examples of physically separated bikeways including a series of cycletracks and raised bike lanes examples from New York City, Apeldoorn Netherlands, Richmond BC, Vancouver and Cambridge MA.</li> <li>• These all provide additional separation from motor vehicles but are distinguished from multiuse trails in the boulevard or sidewalk by higher design standards, usually one-way operation, commitment to bikeway maintenance and careful consideration of safe crossing of intersections and driveways</li> <li>• Norma also presented some innovative intersection treatments for cyclists including: bike lanes at intersections including 'pocket lefts', bike detection for actuated signals, smart channels, bike boxes, Copenhagen Lefts and highlighted conflict areas</li> <li>• The technically preferred design has:             <ul style="list-style-type: none"> <li>• Bike lanes on Gordon Street.</li> <li>• Stone Rd                 <ul style="list-style-type: none"> <li>○ Paved shoulder with rumble strips from Victoria to Evergreen</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Bike Lane from Evergreen to Gordon</li> <li>○ Cycletrack (adjacent to sidewalk) from Gordon to Chancellors Way</li> <li>○ Raised Bike lane (separated from traffic lanes by rolled curb) from Chancellors to Scottsdale</li> </ul>
<b>Discuss proposed bikeway for Gordon and</b>	<p>GCAC were interested in and supportive of the design solution. Questions included</p> <p>1. Why not use the cycletrack design throughout as it provides for great cyclist comfort than the raised bike lane?</p> <p>A: Given the legal system which does not allow cyclists any specific rights when outside the roadway, the cycletrack introduces problematic conflicts at intersections and driveways. After much discussion GCAC members understood these issues and agreed with Norma's analysis</p> <p>2. Why switch design treatments at Chancellors? For the sake of constancy and uniformity of expectations for cyclists, pedestrians and motorists the raised bike lane may be preferred from Gordon through to Scottsdale</p> <p>A: <b>Project team to consider this through design revisions</b></p> <ul style="list-style-type: none"> <li>● A Public Information Centre for the project will take place from 5-7 PM at the Delta Hotel with a presentation at 5:30 <b>Any further written comments can be sent to <a href="mailto:majde.gaqish@guelph.ca">majde.gaqish@guelph.ca</a> and must be must be received by November 26.</b></li> <li>● GCAC resolved to support the project as presented and encouraged implementing the above recommendation</li> </ul>
Meeting Adjourned	6:45 pm
<b>Next Meeting</b>	<b>To be determined. Likely in January 2010</b>

# MEETING MINUTES



MEETING **Guelph Cycling Advisory Committee**

DATE February 3, 2009

TIME 5:00 pm

PRESENT M. Cameron, C. Carrere, L. Hohenadle, G. Hunter, A. Kroll, D. Llewellyn, G. Logue,  
J. McDowell, R. Philips, B. Thompson, I. Weir.

REGRETS C. Sydor

## DISCUSSION ITEMS

AGENDA ITEM	DESCRIPTION/ACTION ITEMS (in green)
<p><b>Introductions</b></p>	
<p><b>Review of BFGI</b></p>	<p>The Bicycle Friendly Guelph Initiative (BFGI) is a comprehensive strategy built on the “5 E’s” (Engineering, Encouragement, Education, Enforcement, and Evaluation) to guide Guelph toward becoming a safe, convenient, and attractive place for people to cycle for utilitarian trips. The BFGI will be guided by a Bicycle Transportation Plan, drafted by city staff with input provided by a community Cycling Survey and the advice of the Guelph Cycling Advisory Committee.</p> <p>Planning for the official launch on Earth Day (April 22<sup>nd</sup>) of the Bicycle Friendly Guelph Initiative is underway. <i>If you are interested in contributing to this initiative, please contact Jennie.</i></p>
<p><b>Review of Work plan</b></p>	<p>Staff is in the process of hiring a consultant to prepare a survey focussed on cycling specifically. Key upcoming milestones in the work plan include: drafting the enforcement and evaluation chapters of the BTP; launching the survey in late April/early May; and, the official launch of the BFGI on Earth Day.</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>- Is enough time allotted to prioritizing programs?           <ul style="list-style-type: none"> <li>o <i>To be discussed further at a future meeting.</i></li> </ul> </li> <li>- Will there be opportunities to start implementing some of the awareness and education components before the BTP is complete?           <ul style="list-style-type: none"> <li>o Yes, some of these elements can and should happen in tandem to maintain awareness and improve the likelihood of meeting our 10 year target of tripling the proportion of cyclists in Guelph.</li> </ul> </li> </ul>
<p><b>Review and Adoption of the Terms of Reference</b></p>	<ul style="list-style-type: none"> <li>- Could clarify cycling collisions, do we mean between cyclists and motorists?           <ul style="list-style-type: none"> <li>o Need to ensure that measurement accounts for an increased number of cyclists on the road.</li> </ul> </li> <li>- How will greenhouse gas emission reductions be measured?           <ul style="list-style-type: none"> <li>o Uses statistical transportation data and an online calculator supplied by Transport Canada to calculate the change in GHG emissions. This project does not anticipate a significant decrease, but contributes to overall emission reduction strategies.</li> </ul> </li> <li>- Does modal share account for seasons?           <ul style="list-style-type: none"> <li>o Statistics will be consistently calculated in spring to minimize variability in data and optimize opportunity for cycling.</li> </ul> </li> <li>- A goal pertaining to BTP implementation will be added to the goals section.</li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>Jennifer to provide.</b></li> <li>- What will be the process for drafting the BTP? Will the GCAC review the survey and provide their considerations for including the BTP, or should staff draft elements of the BTP first and receive input from the GCAC? <ul style="list-style-type: none"> <li>○ <b>To be determined at a future GCAC meeting.</b></li> </ul> </li> </ul> <p><b>Committee Membership / Structure</b></p> <ul style="list-style-type: none"> <li>- Position of Committee Chair – Jennie volunteered, all committee members agreed.</li> <li>- Position of Vice Chair – decision deferred. <b>Jennie will provide a list of members including contact information and affiliation.</b></li> <li>- Position of Secretary – Committee agreed that it should be a rotating position.</li> </ul> <p><b>Committee Responsibilities</b></p> <ul style="list-style-type: none"> <li>- <b>All committee information will be posted on the City of Guelph website (ideally at <a href="http://www.guelph.ca/bike">www.guelph.ca/bike</a>)</b></li> <li>- <b>Regular meetings will be held on the 2nd Tuesday of the month, at 4pm. All committee members agreed.</b></li> </ul> <p><b>Committee Work plan</b></p> <ul style="list-style-type: none"> <li>- First few committee meetings will focus on Enforcement and Evaluation components of the BTP</li> </ul>
Other Comments	<ul style="list-style-type: none"> <li>- How does the BTP differ from the Guelph Trails Master Plan? <ul style="list-style-type: none"> <li>○ The GTMP was an off-road, recreation-based plan with an emphasis on trail development. The trail network from the GTMP will be used to support and complement the on road network, which will be developed in the BTP. The BTP is also different as the network forms only a component of the plan; other elements include education, enforcement, encouragement and evaluation.</li> </ul> </li> <li>- What other municipalities will Guelph be compared to in terms of “bicycle-friendliness”? <ul style="list-style-type: none"> <li>○ See the Best Practices Review online at <a href="http://www.guelph.ca/tdm">www.guelph.ca/tdm</a></li> </ul> </li> <li>- Could the League of American Bicyclists Criteria be used to evaluate Guelph? Can Guelph apply? <ul style="list-style-type: none"> <li>○ <b>Jennie will provide criteria and investigate whether a Canadian evaluation system exists.</b></li> </ul> </li> <li>- Melissa and Jennie briefly introduced the Bicycle User Group pilot study. Committee members were invited to participate / provide input via email to Jennie or Melissa.</li> </ul>
Meeting Adjourned	6:20 pm
Next Meeting	<b>Tuesday, March 10<sup>th</sup>, 4 pm - 5:30 pm</b>