

Bicycle Nova Scotia Board of Directors
MEETING LOCATION
July 18, 2018
Minutes

Present: lola, Susanna, Jesslyn, Lorenzo, Darren, Maryellen, Alan, Mike

Regrets: Tim, John Trites, Zach, Schyler, Jon, Gaynor

Staff: Steve

| | ITEMS | DISCUSSION POINTS | ACTIONS/DECISIONS |
|----|---|--|---|
| 1. | 6:30 Welcome & call in other board members | | <i>.No board meeting in August</i> |
| 2. | Review of Minutes/action items from June | | <i>Magnets procured from EAC, and we can order more if we need them and add BNS logo.</i> |
| 3. | Retreat planning - date | Facilitated discussion on priorities for BNS, review of 2015 strategic plan, overview of PRO and PSO assessment Please submit agenda items: <ul style="list-style-type: none"> - Review strategic plan - Recognition (truckers, Heartland) | Action: <i>Susanna to send out doodle poll to find date (one full day, Sunday in the fall)</i> |
| 4. | Standing - Budget - any updates - red flags | Bank Account \$159,866.84, GIC: \$111,045.49 Funding awarded and first tranche sent: MEC grant: \$13,500.00 Funding obtained but not yet in bank: 100K from DOE Federation of Canadian Municipalities: CBRM and South Shore grants awarded ~ 75K, 65K) Summer student grants: ~\$5000.00 CCH: 75K granted Block Funding: \$16,000.00 approved. ACOA: almost spent out, need to figure out 7K with tourism. WOW: need to do a push on getting members to join BNS Mandate for Steve and student is to get ball rolling on sponsorship. | |

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| 5. | Standing - New Proposals/Funding | Lola waiting on PSO funding, and new PRO review will be complete in August / September. | |
| 6. | Standing - Staffing | Office is full: <ul style="list-style-type: none"> - Steve, Ben, Adam, Nabila (end of July) - Summer student: John, Emma Needs more posters and things on the wall. White board and bulletin board. | <i>Action: need to give out rest of SNS trophies. Susanna and Steve to give to Jim at Javablend</i> <i>Action: lola to finish Jon's contract and send to Hilda and Jon to finish payroll forms.</i> |
| 7. | Staff manual and how to formalize HR streamlining Board/committee work with staff work | Susanna updated staff manual which outlines all of our staffing policies. | <i>Action: Susanna to circulate final HR manual.</i> <i>Action: Need to establish HR committee.</i> |
| 8. | Sector Updates (red flags, important issues) | Testing program on Harvest Moon – check in with Ben. Cycling Canada: governance concerns. CEO and CTO have been let go, paid out severance (250 in severance) paid out. BNS is an active member and lola is engaged, working with other provinces so that there is open discussion. Decided against board term limit decision. Discussion on whether or not we want to try and join the board, some discussion on raising fees. Could raise issues at the Congress. Positions have not been rehired. | <i>Action: BNS (lola) sent letter of explanation of accounting and engagement of IPCs. Lola to talk to Jim Crosscombe is Ontario cycling staff, and is the chair of Interprovincial Council.</i> |

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| <p>9.</p> | <p>Short items/Voting i</p> | <p>Canada Cup: town of Kentville organized, BNS will provide Commissaire, and we will provide timing system (\$2000.00 value), we are unclear on the hosting grant provided by Sport Nova Scotia. Moving forward it would be good to have a relationship. BNS will have banners and logo presented, will need to check to see if we have advertising material (flags, tent we will have by next week).</p> <p>OEM: Under 13, and come to once race, 15\$ to \$25.00 for OEM. Can we reduce \$5.00 for OEM, will help to encourage kids to race. Good way to get them from short track to cross country. Could race without license, and give them coverage and ensure that they sign a waiver. Cap at 3 races.</p> <p>SAFETY: BNS guide to cycling best practices: draft as a blog / and infographic. Say thank you to drivers who are well behaved.</p> <p>TIR: thank you on shoulder paving for eastern shore and Chester to Minister and Deputy minister.</p> <p>Coaching: lola now has access to coaching info (the locker). Used to be Sherry.</p> <p>Empire Trail Systems: Lorenzo will reach out and get Mike Blois to sign up and get a liscence.</p> <p>Engagement in:</p> <ul style="list-style-type: none"> - Devour ride - Ride for Cancer (third weekend of September) (water station, snack station) - | <p>Motion: Susanna made motion that BNS provides commissaire fees (\$400.00 to Pat MacDonald) as a contribution</p> <p>Seconded: lola</p> <p>Action: Lola- will bring tent and flags, steve to make sure this gets to lola. Darren, lola, Jon and team will attend. Mike as well.</p> <p>Action: Darren to get hat and shirt for BNS from board.</p> <p>Motion: Maryellen made motion to reduce OEM for kids under 13 to be 5.00.</p> <p>Seconded: Darren seconded, All in favour.</p> <p>Action: Lorenzo to communicate this for next few races.</p> <p>Action: Race organizers should set age limits.</p> <p>Action: Alan to revise U11 and U13 forms for Canada Cup.</p> <p>Action: Susanna to draft thank you letter to TIR on shoulder paving. Lorenzo to call Brendan McGuire.</p> <p>Action: need to add these events to our calendar. Need to add races and events, could have help from summer students. Add calendar to top of webpage.</p> |
| | <p>Next meeting</p> | <p>September</p> | <p>Action:</p> |
| | <p>Adjourn</p> | <p>8:16 pm</p> | |

Submitted by: Susanna

Appendix A – Sector Reports
INCLUDE ALL SECTOR REPORTS AS SUBMITTED HERE

Sector Updates

Executive

Co-Presidents

Lola:

- About to go into another Cycling Canada meeting. This is a special one, so I will have an update for tonight's meeting. There has been a lot going on with Cycling Canada this season. The Congress will be in Ottawa this year to save some money, some time in October.
- I attended the Sport Forum for the day with other stakeholders. Still waiting to hear back as to how the retreat went.
- DNR is meeting on MacDonald Park tomorrow, so I should have some updates soon.
- Development Team has had two camps since last meeting. Saturday, one of the siblings that was joining ended up crashing and getting stitches. We have decided that despite the desire to have the younger kids join by the parents, that it will no longer be allowed.
- Provincial Team is doing well at Abitibi. All members were able to race today.
- I've seen some call outs for volunteers for the Canada Cup and for PSO Commissaires, so that looks like it is coming together.

Susanna

- new contract for Adam on bike book until December
- expanded contract and workplan for Steve for July and August
- assisting w summer student hiring
- attended Blue Route planning meeting
- met with Tim on off road advocacy and BNS priorities
- cleaned up staffing Manual and adapted for BNS from RAP
- worked w SNS to make sure all updated contracts were received and payroll adjusted accordingly
- started making list of potential sponsors for WOW program and drafting budget

Treasurer:

Mike:

Bank balances: Chequing: \$159,866.84, GIC: \$111,045.49

- Work on contracts for staff
- Applicant screening for summer student positions (1st round, before first round of candidates dropped off!)
- Financial and HR policy review
- Met with Adam and Susanna re: Bike Book biz plan
- Lots of productive correspondence with Steve and Ben re: signage, bike-friendly business and more (loving the improved communication!)

Recreation and Touring: Jesslyn

- Answered touring email inquiries, re: route planning, etc.
- Very common question is parking options for multi-day tours.
- Glad to see bike friendly business website taking off as this will be a great resource for these types of inquiries.
- Did some work with Steve re: outreach to rec clubs to boost Associated club memberships

Off Road Advocacy: Tim Farmer

1. Worked on Pilot Framework Project – South Panuke/East River Trail
 - a. Developing an Expression of Interest
 - b. Working with Gord Tate – Chester Municipality
 - c. Expression of Interest will allow the Protected Areas Department to start basic public consultation process in regards to the South Panuke Protected Area
 - d. Will present Expression of Interest to the board before submission
2. Started working on Joint BNS/Protected Area Project
 - a. Concept: To open up NS Protected Areas to cycling
 - b. Cycling on defined existing trail/forest roads – no new trails
 - c. Up to 12-15 protected areas across province
 - d. Next steps to plot out potential trails
 - e. Board input will be required on how to present, when etc.

MTB Competition: Darren Oikle

We have had 4 successful MTB races so far this season.

Most recently Highland Grind at Keppoch and Miller's Meadows which was our Provincial Championships. I will be having medals made and sent out to the podium placers in each category.

Attendance has been on the low side with ~50 registered riders per race.

Part of what I will try to improve throughout the fall/winter will be finding ways to increase attendance, especially with kids, and U19. As well as trying to find ways to keep consistent attendance between the first race of the season and subsequent races. Any suggestions are welcome.

MTB Points series is sorted, just needs a bit of fine tuning to make it easier to use. For now I will be getting with Adam to make a place on the BNS site to post results for all to see.

I have had little to no contact with Ryan regarding the Canada Cup. I'm willing to help him where he needs help but I don't know what he needs.

We are looking forward to the next race in Gore and then the Canada Cup to finish the season.

I have been talking briefly with my counterparts in PEI and NB about DH or possibly Enduro series, still looking at ways to improve race attendance and sport visibility. Hopefully we can share some information and lessons learned.

Staff Updates:

Zach Steinman

Goffs TT scheduled for this weekend (Sun July 22nd) has been cancelled due to organizing difficulties. If Adam could take that off the BNS race calendar/schedule that would be great.

Had a great experience at the TurboCrit and Highland stage race held in Antigonish on the Canada Day weekend. Here are some short videos.

TurboCrit <https://gopro.com/v/WBqaRK1RGdyz>

Highland stage race. <https://gopro.com/v/LelqQzOaqX17>

Interview on CBC radio (Fri June 22nd) in regards to citizen's concerns over bike race in Annapolis Valley went well. Received quite a few messages and emails about the positive handling and responses during interview. Haven't been able to find recording or podcast of interview.

The medals for the provincial road race (held last month) have been received (by me) and will be distributed to category winners.

The next road event is the Infinity TT on Aug 12. This will also be the provincial TT (time trial) championship.

I have volunteered to help out with the Canada Cup mtb race on Aug 4,5.

Staff reports

Steve Bedard

— Promo tent and flags: we have went with Beaumont and Co. —a printing company in Burnside— who is making us a 10x10 tent, 2x 8-foot flags, 1x 10-foot flag, and a BNS table skirt. They are still making some adjustments to the designs. Cost of service is \$3,294.95. We've already paid a 50% deposit. I've included attachments of what we have so far. The tent canopy will alternated between the white and blue design, which can give the appearance that we have two totally separate tents if we turn it differently at different events. Or take photos at different angles at single events. Unless anyone has glaring concerns, I'd like to approve the final designs and proceed with the rest of the purchase.

— We have two new students with us (John Hebb and Emma MacEachern). John is Mary-Ellen's son. He's been quite helpful in cleaning up a lot of our online content. Emma has a fair deal of experience with event planning, fundraising, and social media. She also has done some past advocacy work in PEI along with her family. Both John and Emma have been busy fine-tuning our bike friendly business website and will be streamlining our social media accounts over the next couple weeks.

— In regards to Bike Friendly Business: we now have 22 certified businesses in our network and 2 workplaces. We're starting to move on to accommodations and have targeted about 10 B&Bs that we're interested in. **If the board has any personal suggestions in regards to accommodations or lodgings we can approach, please send them our way!** I'm also interested in breweries, restaurants and attractions if you have friends or family that work with such place who could also help us certify these types of places.

— Trail Etiquette: We've been hearing of some bad-apple-cyclists that are going too fast and close-cutting others on multiuser trails. As such, Ben started an opinion piece on trail etiquette that we've sent around to a few newspaper outlets. If it hasn't been picked up by Thursday, I would advise posting it to our blog space in case other trail users or the general public points at us and says we're not doing enough in terms of self regulation.

— Publications: Late last month/early this month we had a piece published in the Chronicle Herald and the Cape Breton Post about the pool of racing talent we are developing in Nova Scotia. It went on to make a point to encourage drivers to use the one metre rule to pass packs of riders safely. You can check it out at the CH link here: <http://thechronicleherald.ca/opinion/1579238-commentary-remember-one-metre-rule-and-give-cyclists-pack-breathing-room>

— E-Bikes versus E-Scooter issue in Quebec: A gentleman from Quebec, Pierre Geoffroy, got in touch with us hoping that we could share his petition and write a letter to a federal MP to change the definition of e-bikes so they'd be more distinct from bulky e-scooters. They are having problems in Quebec where the federal definition of an e-scooter lumps it in with an e-bike, which is allowed access to their multi-use trail. I shared the e-petition online. Will make the letter of support for the definition change next week.

— Lightning round!

- A couple of kids learn-to-ride requests have been coming in. I have been directing them to HRM Try-a-Ride program. The EAC Making Tracks is another alternative if Try-a-Ride doesn't hit a particular neighbourhood very often.
- Our race organizers are having their cheques mailed out within 48-hours which I'm sure they're happy about.
- Our Affiliated clubs that charge their members \$10 through Zone 4 have been alright with switching to a quarterly payout from BNS. They received their last round of payments at the start of the month.
- CCC dues are paid until the fall.
- We've had one new insurance claim.

Adam Barnett

- Travelled most of the province to ground truth routes. Took a lot of notes. Did a lot of driving.
- Communicated with local riders and bike shops to get feedback on routes and to learn about others.
- Created new maps and adapted older ones to accommodate changes suggested by local riders.
- Researching and writing and organizing notes.
- Preliminary planning for Harvest Moon Trail / Blue Route ride in September.
- Newsletter, emails, social media, etc.
- Managed requests to keep website up to date, primarily around races and race results.

Ben Buckwold

1. Tourism NS

Working out a contract with Tourism Nova Scotia to produce a video for the Harvest Moon Trailway. They've offered us 15,500.00, which we will match against our remaining ACOA contribution. Inspiring Content is a production partnership with TNS where they give partners an opportunity to work with their marketing agency. TNS has some input into the work that gets done so they are preparing a list of suggestions to go along with the trail

video and photo series. Sounds like a clip about the top 10 cycling destinations in Nova Scotia will be on their list. Could be an opportunity to promote the work Adam is doing with the book.. in fact, Adam could potentially start in that clip!

2. Bicycle Route and Trail Wayfinding Project

Things are ticking along. We've had a quite a few meetings with stakeholders now. I went out on the Rum Runners Trail with our consultants on Monday to conduct the first part of a signage audit out there... Situation is pretty ugly right now.

We received an invitation from HRM to submit a proposal to develop some bicycle signage plans for five bikeways within the municipality, using our developing signage guide as the basis. I'm working on that proposal with our consultants. We would take a 10% administrative fee and the consultants will handle most of the development work. It's pretty exciting that HRM is looking to us for this kind of a responsibility.

3. Glace Bay Trail Study

Went up to Sydney to meet with municipal planning staff, councillors and community stakeholders like Velo Cape Breton to start planning for the trail feasibility study. Meetings went very well and there seems to be real potential for this study to turn into a trail development project. I've drafted the Request for Proposals and now finalizing with the CBRM planner before issuing. Plan is to get that out for the end of July to have a consultant in place for end of August. Quick refresh: BNS received funding to manage a study of the conversion of a 14km abandoned railway between Dominions and Glace Bay in CBRM to a pathway. Here is a map of the study area: <https://www.google.com/maps/d/edit?hl=en&mid=1r6k1HAyaef0o38jQVLJydHdSqRyeyVCB&ll=46.19129423917847%2C-60.01130465&z=13>

This is going to be an interesting project. All stakeholders (including Velo Cape Breton) want this explored as a shared-use trail - including motorized. The ATVs are on it already (riding the old corridor illegally) and all parties are looking for a solution that mitigates nuisance and safety hazards.

4. Harvest Moon Trailway Map and Cycle NS Reprint

We have a commitment with Tourism Nova Scotia to produce a map for the Harvest Moon Trailway. I've got the ball rolling on that with the Annapolis Valley Trails Coalition. Could be good timing to have this produced for the fall ride BNS is planning. I also have a budget together with funding from TNS to run a modest reprint of all BNS's Cycle Nova Scotia maps. They are in pretty high demand and we are totally out right now.

5. Bike Friendly

Steve has that update well in hand. In general, Steve and the students have been kicking butt on that project.

One additional thing to note is we have a bike rack order ready for shipping from our vendor (Timbertec). Scoping out a few options for a storage spot for these right now. We need to store them for a bit as they get sent around to businesses. Welcoming any and all suggestions for storage places. Adam has offered up his property out in the Valley, which is a good potential option but might be nice to have them somewhere more central.

Also, Rosemary MacEachen of Sweet Ride Cycling has offered to order bike repair kit items for BNS and provide them at cost. Idea is to sell the kits to businesses interested in becoming part of the program for a 20% mark-up. It's not going to make a lot of money, but it will cover some administration costs. In return for providing the kits at cost we will have to allow Sweet Ride some kind of promotional item in the package. We will need to work with them a bit on exactly how that looks and fits in with the rest of the branding. I'll provide some more details as we move along.

6. Blue Route

The Blue Route Team met at the beginning of the month to discuss designation of a new route between Windsor and the Grand Pré Historic Site: <https://drive.google.com/open?id=12hrsDew2bAVIQpSB3XSfKd75REIXU49d&usp=sharing>. TIR added shoulders to Trunk 1 between Windsor and Hantsport for the Blue Route. It wasn't the greatest should paving job and we have been debating the designation because of that. If anyone on the board is familiar with the route and would like to share an opinion please send me a note. At our meeting we decided to proceed with the designation unless comments to the contrary were submitted by July 21st. Susanna and Mary Ellen are scoping the route this afternoon (unless weather changed those plans).

7. Nabila

Nabila Chatur started working remotely from Edmonton as our new Bikeways Engineer. I've got her reviewing municipal planning document form Bridgewater, Lunenburg, Mahone Bay and Chester, where she will be focusing her efforts. She is also helping us improve our Blue Route Urban Design Guidelines document, which we started working on with TIR but never quite finished. She will be arriving in Halifax on July 27th!

8. Rum Runners Trail Kiosk Project

Just finishing this project up. We've been working with a few of the Rum Runners Trail associations to produce 4'X8' kiosk maps for the trail. The kiosks have been constructed and they are ready to receive the panels. Should be finished up within the next few weeks. Will be great to have those on the trail. They do a good job of highlighting the relationship with the Blue Route.

9. BNS Headquarters

The office is running like a well-oiled machine these days. Pretty great. Adam is in town and have five people in here today! Big step up from the cubicle