

Local Committee Handbook



Your **Cycling** Connection

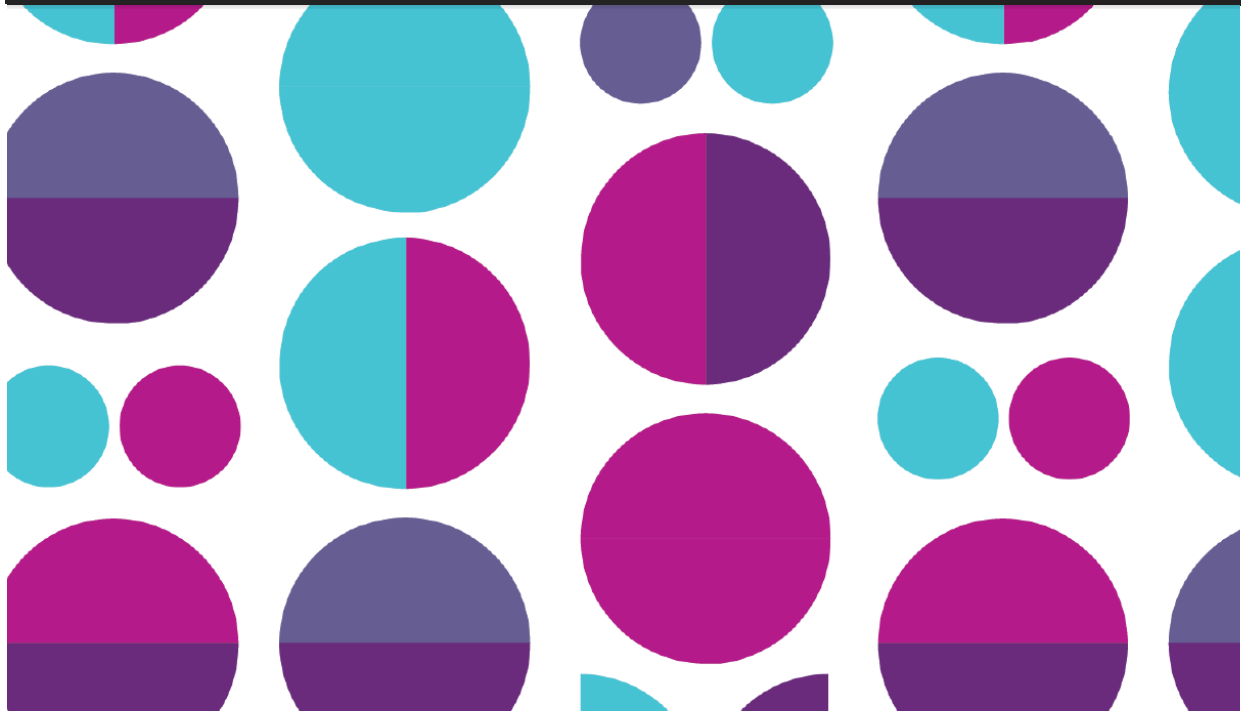


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INTRODUCTION

The purpose of this document is to provide the local HUB committees with a resource that sets out the roles of the local committees in promoting HUB events and programs and the support that the HUB office can provide local committees. To that end, this document starts at the beginning with HUB's purposes, mission and priorities. It then sets out the roles of committees in promoting each of HUB's events and programs and the HUB policies on speaking to the media, conflict of interest and charitable status. Finally, it sets out how the HUB office can assist the local committees.

HUB'S PURPOSES, MISSION, AND PRIORITIES

The following set out HUB's purposes, mission and priorities. HUB has created a 2013-2015 Strategic Plan that sets out HUB's priorities and the specific actions it is undertaking to realize those priorities. The Strategic Plan also sets out the specific targets that HUB seeks to meet in the short and long term.

HUB Purposes

HUB has two purposes in its constitution:

1. **To provide educational forums**, classes, workshops and seminars to the public that teach the following two subjects in Metro Vancouver:
 - a. how to cycle safely and interact safely with cyclists on the road and
 - b. how to repair and maintain a bicycle.

2. **To conserve the environment and improve the health of people** in Metro Vancouver by encouraging cycling as a mode of transportation through:
 - a. **facilitating communication between cyclists** by providing forums wherein cyclists can discuss cycling issues;

 - b. **facilitating communication between cyclists, motorists, pedestrians**, bicycle retailers, non-political transportation companies and planners, real estate developers and other non-

political groups dealing with cyclists by engaging these groups directly and presenting the interests of these various groups to each other;

- c. **collecting and developing best cycling practices**, best design practices for cycling infrastructure and best practices for people dealing with cyclists and making this information available to the public;
- d. **organizing and operating non-political events** that promote the use of the bicycle as an environmentally beneficial and healthy mode of transportation between destinations; and
- e. **improving public cycling facilities** through charitable means.

HUB Mission

HUB's mission is to make cycling an attractive choice for everyone.

HUB Strategic Priorities

HUB also has strategic priorities for fulfilling the purposes and the mission. Those strategic priorities are:

1. Increase public engagement
 - Connecting HUB directly with its members and the community through programs, events and communications.
 - Grow Membership
 - Grow Programming
 - Build Brand
2. Better engage all cycling stakeholders
 - Becoming the region's cycling experts and ensuring HUB's consistent and pervasive voice on important decision-making issues.
 - Scale up Local Committees

- Be the Region's Cycling Resource

3. Improve financial strength

- Ensuring revenues are more reliable in the long term, sourcing more funds for discretionary spending and spending money prudently.
 - Diversify revenue
 - Increase organizational capacity
 - Secure major revenue sources

ROLE OF COMMITTEES

Local committees are critical for the advancement of cycling in metro vancouver. The role of local committees is to carry out local activities that further HUB's purposes. Since local committees have a strong connection to municipal politics and local cycling issues, local committee activities are typically advocacy activities.

Local committees are run independent of the Board of Directors but are nonetheless responsible for upholding the mission and values of HUB and obeying its by-laws and constitution. Local committee meetings take place in various municipalities throughout Metro Vancouver and focus on issues specific to the municipality in which they are located. Local committees are responsible to the Board of Directors and report to the Board through a Board liaison.

Role of Committees in Promoting Cycling Improvements

Local committees are critical for the advancement of cycling in Metro Vancouver. The role of local committees is to carry out local activities that further HUB's purposes. Since local committees have a strong connection to municipal politics and local cycling issues, local committee activities are typically advocacy activities that improve cycling conditions.

Local committees are run independent of the Board of Directors but are nonetheless responsible for upholding the mission and values of HUB and obeying its by-laws and constitution. Local committee meetings take place in various municipalities throughout Metro Vancouver and focus on issues specific to the municipality in which they are located. Local committees are responsible to the Board of Directors and report to the Board through a Board liaison.

Role of Committees in Promoting Programs

The role of committees in promoting programs includes maintaining an up-to-date brochure or other promotional materials for the purpose of raising awareness of HUB programs. This role applies to all HUB programs generally.

Committees may also carry out more specific activities regarding particular HUB programs. A good example is the work of the New Westminster committee in support of the bike to work week program. The New Westminster committee establishes its own bike station, promotes the event and supplies the volunteers to attend the station.

RUNNING A MEETING

Introductory Steps

The first step in running a meeting is to establish a regular meeting time and place. Each meeting must have a committee chair who must be a HUB member. Throughout the meeting, the committee chair is critical in fulfilling the following responsibilities:

- Ensuring all attendees are welcomed, included and are encouraged to participate;
- Assigning a chair or secretary to prepare the agenda for each meeting and sharing it with the committee members at least 2 days prior to the meeting asking for additions/comments.
- Keeping the meeting on topic according to the agenda and on time according to the agenda; and
- Ensuring the meeting follows the following procedures; and
- Mutual respect and an honest attempt to listen and understand other points of view shall, without exception, be the frame of reference within which HUB meetings are conducted.

All attendees should encourage as many people to attend as possible and encourage HUB membership. Local committee meetings are open to anyone who is interested in attending.

Each committee should identify a set of goals, both short-term and long-term which will be included in HUB's Action Plan. Each committee should also identify measurable targets to assist the committee in determining its progress in reaching its goals. The goals act as a touchstone to keep the committee focused on its priorities.

In advance of the meeting, an agenda should be sent to the attendees. The agenda should set out the items to be addressed at the meeting and the time estimates for each item. The agenda items should be relevant to the committee goals. At the start of the meeting the attendees should be asked if they approve of the agenda and/or have additional items to add.

All who attend local committee meetings shall be made to feel welcome and shall be provided with an introduction to the organisation as a whole and to the local committee as appropriate.

Decision Making

The procedure that the committee follows at a meeting can be flexible to meet the preferences of the various committees. The Robert's Rules of Order are a detailed compendium of rules of

order but they may be overly technical for many committees. However, the following are the essential components of decision making at a meeting:

- Official votes are not required if there appears to be a general consensus of opinion.
- If a general consensus is not reached, the committee may decide to discuss the issue further and develop a position that more people can support or it may decide on a majority vote.
- If anyone feels the opinion of the group is not clear, s/he may request a committee vote.
- Voting shall be done by majority vote of those present at the meeting.
- All those present at a local committee meeting, whether HUB members or not, are entitled to vote on issues discussed at the meeting.
- The minutes of the meeting must capture the votes tallied and the decision reached.

Regarding electronic voting:

- In the case of time sensitive issues requiring group agreement, electronic voting shall be used at the discretion of the committee chair.
- Time sensitive issues requiring an electronic vote shall be sent by the chair to all those who were present at the meeting at which the issue was discussed and to those who specifically ask to be included.
- A reason for requesting an electronic vote along with a response deadline shall be included with the question.
- A lack of response is counted neither for nor against the issue under consideration.

Persuasive Letter Writing

Persuasive writing techniques vary depending on the audience. Therefore it would be silly to provide strict rules for persuasive writing in every context. However, the following rules should generally be followed:

- The purpose of the document should be clear, and stated early in the document.
- A short description of what HUB does should be included early in the document such as: “HUB is a charity that improves cycling conditions through education, action and events.”
- If the document contains multiple points, subheadings generally greatly assist with organization.
- The first sentence of each paragraph should start with the point of the paragraph. The remainder of the paragraph should contain the evidence that supports that point.
- The source of the evidence should be provided. The more authoritative the source, the better.
- Writing should use the “active” voice rather than the “passive” voice.
- Sentence should be short and “punchy”.

- The HUB letter template should be used – it can be downloaded here:
<https://bikehub.ca/committeeresources>.

Approval Process:

HUB's communications policy requires that letters to government officials and staff be approved by two people

- (1) a member of the Board and
- (2) either the local committee chair, the ED, the marketing and communications coordinator or a second Board member.

Once a submission to a government official is completed and approved by the committee chair the submission can simply be emailed to approval@bikehub.ca which will direct the document to those who have the ability to approve. Include the deadline for the submission in the body of the email. It is reasonable to expect a response within one week of sending. If the matter is urgent and requires attention sooner than that specify that in both the subject and body of the email.

Using approval@bikehub.ca has a second purpose: providing a helpful second set of eyes to spot typos and ensure the branding and language is consistent with other HUB submissions. The approval process rarely affects the content of the submission – rather, it ensures the letter properly represents HUB in a professional way through clear language and persuasive writing, and that the letter has maximum efficacy in achieving its intended goals.

RELEVANT HUB POLICIES

Speaking to the Media on Behalf of HUB

Speaking to the media is a critical tool for local action around the region. At the same time, speaking to the media carries significant risks such as creating unwarranted controversy, misrepresenting a HUB position, or possibly jeopardizing charitable status. For these reasons, communication to the media is limited to the local committee chair and the Executive Director or designated Board member. The local committee chair may appoint a communications representative who is able to carry the chair's responsibility in speaking to the media.

One of the first questions a interviewer will ask is: describe what HUB does. A short, clear response to this question is: HUB improves cycling conditions through education, action and events.

HUB's Executive Director (erin@bikehub.ca) and Director of Marketing Communications & Campaigns are often excellent resources to canvass issues before a media interview. The ED and DMCC can inform local committees about what is taking place in other regions and supply background facts and studies as well as media interview tips and practice

Often the media will contact a HUB local committee and request an interview within an hour. In such instances, where the local committee chair is unprepared or unavailable, the media should be directed to the ED (erin@bikehub.ca ; 778.239.7252) or the DMCC.

Signing Contracts on Behalf of HUB

Local committees shall be empowered to begin discussions with outside groups or agencies to determine if there are grounds for collaboration; however, no final agreement shall be made between any HUB local committee and any other organisation without the express support of a majority of the HUB Board of Directors. The Board may withhold support if the agreement is not in the best interests of HUB as a whole or if it conflicts with HUB mission, values or budget restrictions.

- Should a contract need to be signed between HUB and an outside body, the approval of both the HUB Board (or an approved representative of the Board) and the local committee is required.
- If a contract contains conditions outside of any previously agreed upon guidelines of the HUB Board and/or local committee, its contents shall be forwarded to all HUB Board members and the relevant committee chair at least two business days before the intended signing.

- Both the Board and the relevant local committee shall maintain the right to cancel the contract prior to signing if it is felt that it is not in best interests of the local committee or of HUB as a whole.

Charitable Status and Implementing New Activities

The purpose of this chapter is to explain how HUB's charitable status affects the day-to-day work of the committees. As a preface, this chapter explains what charitable status is and why HUB is a charity. Next the document explains the effect on the committees and, in particular, this document uses specific examples of the activities of particular committees.

I. Preface

What is Charitable Status?

Charitable status is a set of privileges granted by the Minister of National Revenue. The principal privileges are:

- Registration allows a charity to issue official donation receipts for gifts it receives. These receipts can be used to reduce the income tax payable of an individual donor or the taxable income of a corporate donor.
- Once registered, a charity is exempt from paying income tax under Part I of the *Income Tax Act*.
- Registered charities are eligible to receive gifts from other registered charities, such as foundations.
- Registration provides increased credibility in the community, since registered charities must follow certain rules and guidelines in order to maintain their registration.
- Many goods and services provided by registered charities are exempt from goods and services tax/harmonized sales tax (GST/HST). Also, in many situations, registered charities can claim a partial rebate for the GST/HST they pay.

How does an Organization become Charitable?

The Minister can grant organizations charitable status by meeting certain requirements of the *Income Tax Act* and common law. The principal requirements are that the organization must

- be resident in Canada;
- be established and operated for charitable purposes; and
- devote the majority of its resources (funds, personnel, and property) to charitable activities.

Why is HUB a Charity?

HUB is a charity because HUB meets the requirements for charitable status and because the privileges that flow from charitable status greatly outweigh the inconveniences from charitable

status. As noted above, the privileges from charitable status are significant. As noted below, while there are administrative inconveniences associated to charitable status, charitable status does not alter HUB's core activities or purposes.

II. The Effects on HUB Committees

The Two Main Effects on the Committees

As set out below, charitable status does not alter the current activities of HUB committees. However, it is important to have an understanding of the limits of any future activities. In brief, there are two limits:

First, each new activity must be communicated to the HUB Executive Director in order that the CRA can be informed of the new activity.

Second, each new activity cannot have as its main purpose the support or opposition of a particular political party or candidate.

- Specific examples of the dividing line between permissible and impermissible activities are helpful:
 - When a political party or candidate for public office supports a policy that is also supported by a HUB Committee, the HUB Committees are **permitted to** promote this policy. This means that a HUB Committee may make the public aware of its position on the issue **but HUB must not** explicitly connect its views to any political party or candidate and HUB's position must be a well-reasoned and researched position.
 - HUB's prior activity of polling **all** candidates on their position on issues and communicating it to the public prior to an election **is permissible**. Only polling a select party or candidate would be **impermissible**.
 - HUB Committees **are permitted to** provide information to its supporters or the public on how all the Members of Parliament or the legislature of a province, territory or municipal council voted on an issue connected with the charity's purpose. However, HUB **must not** single out the voting pattern on an issue of any one elected representative or political party.
 - HUB officials, in their official capacity, are **not permitted** to attend a fundraising dinner for a politician because it conveys the impression of partisan political activity by a registered charity.

The Question of "Advocacy"

Charitable status does not change the ability of the HUB Committees to engage in advocacy. Advocacy is defined as efforts to change a specific law or policy. However, there are three important qualifications.

First, each new advocacy activity needs to be communicated to the HUB Executive Director before it is carried out, as described above.

Second, HUB Committees cannot try to change a law or policy by supporting a particular political party or candidate as described above.

Third, HUB Committee efforts to change a law or policy must be carried out strictly for the purpose of advancing its charitable purposes: education and environmental protection. It must be obvious to the public that HUB's advocacy work is aimed at these two purposes. Therefore, if asked whether HUB is an "advocacy group", the best answer is not "yes" or "no". The best answer is: "HUB is a charity whose purposes are cycling education and environmental protection and HUB does, among other things, engage in advocacy to further cycling education and environmental protection."

- Specific examples of permissible activities are helpful:
 - **Urging members and the public to contact the government** on a particular issue (e.g. North Shore HUB Committee call for support on Lower Level Road Project) is permissible provided that the Committee position is well-researched and well-reasoned position and connected to HUB's charitable purposes.
 - **Public awareness campaigns** (e.g. Bike to Work Week) are permissible provided that they are for the purpose of promoting HUB's charitable purposes and the issue that is promoted is well-researched and well-reasoned.
 - **Research and publication distribution** (e.g. North Shore HUB committee maps and HUB's research distribution to election candidates, the media, city council committee, public and its members) are permissible provided that they are well-researched and connected to HUB's charitable purposes.
 - **Participation in city council committee and working groups** (e.g. the work of Surrey HUB Committee, North Shore HUB Committee, and UBC/Vancouver HUB Committee) is permissible provided that the purpose of the participation is to present a well-researched position connected to HUB's charitable purposes.
 - **Organizing a ride** to highlight poor infrastructure or to advocate for better infrastructure policy (e.g. UBC/Vancouver HUB Committee rides) are permissible provided that the purpose of the ride is to present a well-researched position connected to HUB's charitable purposes
 - **Organizing a conference** to support HUB positions (e.g. HUB's Velo-city participation) is permissible provided that the purpose of the conference is to present a well-researched position connected to HUB's charitable purposes.

Conflict of Interest

While local committees do not have the same conflict of interest obligation as directors, local committee members nonetheless must not abuse contacts made in the course of their work as committee volunteers for their own personal interest, gain, or profit.

Committee members shall receive no monetary compensation for their volunteer work apart from pre-approved reimbursement for out-of-pocket expenses submitted with associated receipts.

Any local committee volunteer who is deemed to have a conflict of interest will be asked to either cease the activity or to discontinue their association with HUB.

- The committee chair will ensure that all local committee members understand the conflict of interest policy.
- Should a local committee member subsequently be deemed to have a conflict of interest, the HUB President will meet promptly with the committee member to discuss the matter and appropriate action will be taken to resolve the situation.
- The HUB President will document all discussions.

SUPPORT FROM THE HUB OFFICE

Infrastructure Design Guidelines

HUB has adopted the Capital Regional District design guidelines as the most current and authoritative source for bicycle infrastructure design. This document can be located here: https://bikehub.ca/sites/default/files/imce/pcmp_design_guidelines.pdf

These design guidelines provide detailed requirements of the best design practices for bike lanes, multi-use paths, bollards and other cycling infrastructure.

Authoritative Sources on the Relationship Between Cycling and Health

HUB has also compiled authoritative sources on the linkages between cycling and health. A summary of these resources are available on the HUB website here: <https://bikehub.ca/resources-links>.

For a short, clear and persuasive presentation of evidence in support of the tremendous health benefits of 30 minutes of exercise a day (such as a 15 minute bike commute each direction) see Doctor Michael Evans video here: <http://www.youtube.com/watch?v=aUalnS6HIGo>. In short, small amounts of regular exercise has been shown in accepted, peer-reviewed to:

- reduce the risk of death by 23%;
- reduce rates of pain and disability by 47% in patients with knee arthritis;
- reduce progression to dementia and Alzheimer's by around 50% in older patients;
- reduce progression to frank diabetes by 58% for patients in high risk of diabetes when coupled with other lifestyle interventions;
- reduce by 41% the risk of hip fracture in post menopausal women;
- reduce anxiety by 48%;
- Reduce depression by 30% to 47%;
- is the number one treatment of fatigue; and
- to improve quality of life.

Funding

Each local committee receives \$400 each year for spending on their activities. They also receive a HUB banner and business cards. Significant one-time expenditures out of the \$400 fund requires approval from the Executive Director.

Social Media, Volunteers and General Office Resources

HUB Office Contact Information

Phone: 604-558-2002

Email: admin@bikehub.ca

Hours: Monday – Thursday, 10am – 4pm (closed holidays)

Social Media: social@bikehub.ca – email or call the office to make use of HUB's social media platforms and have news articles, events, etc posted on Facebook and Twitter.

Volunteers: volunteer@bikehub.ca – email or call the office to request volunteer support for an event or committee task. Please provide at least two week notice if requesting event volunteers.

If a committee has a pertinent news item, success story or campaign that would benefit from wider circulation please send content to the HUB office with the request that it be included in the monthly Bike Bulletin and/or as a news item on bikehub.ca.

Office materials available to committees, must contact the office to book in advance:

- 10x10 tent
- bike trailers – 1 small (1 rubbermaid) and 1 large (4 rubbermaids)
- Promotional materials for events: flags, banners, pop-up sign
- Office space – the HUB office is available for committee use

General materials available to be picked up during office hours: HUB brochures, stickers, spoke cards, as well as maps, magazines and bike safety pamphlets.

Local Committee Training

HUB expects to offer two training sessions a year including topics such as facilitator's training, media training for committee chairs and winning campaigns training. Local committee members are encouraged to attend to learn about the subject matter and to exchange experiences with other local committee members.

DESCRIPTION OF PROGRAMS

The following sets out each of HUB's programs and events and describes the role of the committees in promoting those program or event.

Bike to Work Week

www.btwv.ca

Bike to Work Week is a twice annual event that uses friendly competition and online interactive tools to encourage people to ride to work.

HUB hosts Bike to Work Week, a bi-annual event that uses newspaper, radio, TV, and social media promotions and celebrations to encourage sustainable and healthy transportation in Metro Vancouver ([/www.btwv.ca](http://www.btwv.ca)). On this site we log the amount of greenhouse gases that are saved by the bike use and we rank the best teams and the best overall workplace involvement. We host between 25 and 50 celebration stations (tents with food, drink, maps, and mechanics) along bike routes in the region. This occurs two weeks in the year, one in the spring, and one in the fall.

Bike to School

www.bikehub.ca/biketoschool

Bike to School offers in-class and on-road skills training for children and youth to ride their bikes safely, confidently and joyfully.

HUB operates a program called Bike to School Course (see www.biketoschoolmetrovan.ca). This program is composed of a number of workshops and courses tailored either specifically to elementary school or high school student. There are five different school workshops.

This first educational workshop is called CycleSmarts Bicycle Safety. This program is open to all elementary schools (Grades 2 to 7). These in-classroom presentations concentrate on the traffic safety issues concerning all aspects of road cycling, from what helmet and clothing to wear, how to manoeuvre in traffic, basic bike safety checks and much, much more. The presentations are taught by instructors contracted by HUB who are experienced certified Canbike II instructors, additionally trained by LIFEcycle. Based upon the PALS system (being Polite, Alert, Legal and Safe), the sessions are tailored to the 40-minute classroom schedule and a school must book a minimum of 3 back-to-back sessions up to a maximum of 7. Classes can be taken in individual classrooms, but are ideally run from one multi-purpose room or gymnasium. Some school districts are lucky enough to have a sponsorship arrangement with a local company or organization, helping keep the cost down to the individual school. Without this sponsorship, classes are still very reasonable at only \$40 per presentation.

The second educational workshop is called Bikewise Interactive. Bikewise Interactive is playground bike safety training for Grades 3 to 5 (Grade 6 and 7 students are encouraged to participate as volunteers). The BikeWise Interactive program brings bike safety skills to the school playground or community. Students are taught how to negotiate different types of road safety situations in a simulated environment free from traffic involvement, by breaking each identified hazard down into a singular skills station. Students then rotate around the skills stations. The workshops are taught by instructors contracted by HUB who are experienced certified Canbike II instructors, additionally trained by LIFECycle. To assist with the large number of students on bikes, volunteer support is needed (between 6-8 persons), which can be a combination of Grade 7 children, attending adults (parents or teachers), or High School Student volunteers. Our preferred class selection allows for 60 students (two classes) taught over an 80-minute 'double' session. Either two or three such sessions can be accommodated in one day. Ordinarily, a bike safety skills event takes up the space of between 3 to 4 tennis courts, though this can be reduced if necessary. Courses can be set up to introduce many features such as crossroads, driveways, corners, shoulder checks, and car door avoidance. The events are an interactive experience for children, giving parents and teachers the opportunity to stand back and be observers, with all hopefully benefiting from the learning experience. Children are asked to bring in their own bike, though every event is facilitated by a 16-bike fleet for use where a child doesn't have a bike. All our bikes are top quality Norco Performance bikes, our sponsor in this program. These may also be used by children whose bikes are considered unsafe. A helmet and bike safety check is always the first station of the day, giving students the skills to check their own bike.

The third educational course is called Ride the Road High School Curriculum. This is an educational course for high school students. This course is taught by instructors contracted by HUB who are experienced certified Canbike II instructors, additionally trained by LIFECycle. This course builds rider competency through the practice of a complete range of bike handling skills such as starting, stopping, balance, signaling, steering and negotiating hazards. This course also teaches traffic dynamics, including rules of the road (Motor Vehicle Act), entering traffic, riding position for direction, turning, intersections and negotiating other common traffic situations to build safe, responsible cyclists. The course, further promotes safe riding through visible clothing, safe routes, helmets, lights and bells.

Streetwise Courses

www.bikehub.ca/streetwise

Streetwise Cycling Courses allow anyone to gain the skills and confidence needed to enjoy riding in the city.

Streetwise Cycling Courses (see www.bikehub.ca/streetwise). provide basic training in how to safely cycle in traffic throughout the year. HUB contracts qualified instructors to provide instruction regarding: the safest place on the road to ride, how to manoeuvre a bike effectively, how to communicate with other road users, how to handle riding at night and in the rain, check your bike for safety, adjust your bike to fit you, choose equipment and clothing and plan the best routes. The length the course is 4.5 hours and scheduled times can be found at bikehub.ca/streetwise. The courses are held at community centres around Metro Vancouver. HUB also provides the courses to companies within their workplace (See Workplace Cycling Workshops, below). Anyone above the age of 16 years is eligible to take the course.

Workplace Workshops

www.bikehub.ca/workplaceworkshops

A health promotion and sustainability program that fosters biking to work through on-site education and training for employees.

Workplace Cycling Workshops are offered and presented at the workplace of a company that decides to provide the above courses to their employees to educate them on how to bike safely and maintain a bicycle. The courses are 1-2 hours long, usually in-class, but occasionally including an on-road component in the second hour. (For details see www.bikehub.ca/workplaceworkshops).

Bike-Friendly Business

www.bikehub.ca/bfb

Resources, education and tools to help businesses and organizations attract cycling customers and employees.

In addition to Workplace Cycling Workshops, HUB has two main bike-friendly business activities. First, HUB has developed a Bikeability Assessment where HUB consultants can work with you to assess the bikeability of your workplace, your building or overall business operations. We provide concrete recommendations and resources to help you enhance your competitive advantage and make your business a healthier and more bike-friendly place to work. (For more information visit bikehub.ca/bfb)

Second, HUB has created a program called Discover Downtown by Bike that informs the public about the downtown business that are on bike lanes. This program encourages the use of the downtown bike lanes and strengthens the linkages between business and cyclists. For more information see [/discoverbybike.com/](http://discoverbybike.com/). This program was initiated in 2011 and is not currently active other than offering the website maps.

Membership

www.bikehub.ca/join

HUB is a membership-driven organization and we rely on the support of our members to make Metro Vancouver a more bike-friendly place. Members are able to vote for our board of directors, receive our Bicycle Bulletin and gain exclusive HUB membership benefits & discounts. For a full list of benefits, visit bikehub.ca/membership.

Key Messages

- HUB is a membership-based charitable organization that provides a voice to the cycling community throughout the Metro Vancouver region. The more members we have, the more impact we can have when we go to city councils and work with engineers to push for better cycling conditions. HUB has 8 volunteer based local committees working across the region to assess, help design and push for better bike infrastructure & facilities.
- By becoming a member of HUB, you are joining our growing community of cyclists and bike-friendly organizations and gaining access to fantastic benefits including discounts for bike shops, car-sharing, legal advice, health & wellness services and more!
- HUB Members get discounted cycling courses where you can learn everything you need to know about cycling safety, year-round bike commuting and maintaining your bike.
- HUB encourages people to experience the joys of cycling through events like Bike to Work Week, neighbourhood rides, member parties, festivals and more!

Individual/Family Memberships

- \$30 per year (\$15 for lowincome, students & seniors)
- \$40 for a family membership (additional members must share the same physical address)
- For \$10 per year as an individual, \$20 as a family, you can also sign up to support the British Columbia Cycling Coalition. The BCCC deals with provincewide cycling issues, e.g. getting cycling into the school curriculum, creating a cycling tourism network.

Organizational Memberships

- \$300 for a basic organizational membership; Platinum and Gold membership levels are available for organizations who want to support the work that we do with a larger financial contribution.
- \$100 for a nonprofit organization.