

File No.: 04-1000-20-2020-513

January 18, 2021

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of September 22, 2020 for:

Regarding the funds expended by City of Vancouver to Hub Cycling for the following years: 2019: \$141,209; 2018: \$98,070; 2017: \$43,785, the funding applications and approvals, invoices and proof of payment.

All responsive records are located in an ftp. Some information in the records has been severed, (blacked out), under s.21(1) of the Act. You can read or download this section here:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2020-513); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signature on file]

Barbara J. Van Fraassen, BA
Director, Access to Information & Privacy

Barbara.vanfraassen@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

*If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

:ftp

:ma

CITY OF VANCOUVER
 FOI 2020 - 513
 Funds Expended by City of Vancouver to Hub Cycling for the years 2017 - 2019

Note: Statement of Financial Information is compiled based on year that item is paid

<u>For 2017</u>			
Invoice Date	Reference	Amount	EFT Payment Date
2017/01/05	RTS11745 16DEDC14	22,500.00	2017/01/06
2016/08/16	16-095	4,000.00	2017/03/29
2017/06/07	17-65	9,500.00	2017/06/16
2017/06/01	17-62	11,640.00	2017/07/05
2017/07/12	17-80	2,500.00	2017/08/02
2017/08/14	17-83	30,000.00	2017/08/30
2017/10/04	17-95	4,145.00	2017/11/03
2017/11/03	17-101	4,500.00	2017/11/22
	Total	88,785.00	
		<u>Reported in SOFI</u>	
	Vendor Invoices	43,785.00	
	Grants	45,000.00	
	Total	88,785.00	

For 2018				
Invoice Date	Reference	Amount	EFT Payment Date	
2018/01/09	RTS11745 16DEC14	22,500.00	2018/01/12	Included in same EFT run on January 12, 2018
2017/12/14	17-115	31,332.71	2018/01/12	Included in same EFT run on January 12, 2018
2018/03/14	2018-15	2,500.00	2018/03/28	
2018/05/10	2018-42	15,000.00	2018/06/15	
2018/05/24	2018-49	2,241.75	2018/07/13	
2018/06/21	2018-60	13,925.00	2018/07/25	

2018/07/23	2018-71	9,500.00	2018/09/14
2018/09/13	2018-81	1,071.00	2018/09/21

98,070.46

Reported in SOFI

Vendor Invoices

98,070.46

For 2019

Invoice Date	Reference	Amount	EFT Payment Date	
2018/12/20	18-110	43,881.79	2019/01/11	
2018/11/05	18-104	20,025.00	2019/01/18	Included in same EFT run on January 18, 2019
2018/12/06	18-116	4,500.00	2019/01/18	Included in same EFT run on January 18, 2019
2018/12/10	18-119	1,000.00	2019/01/18	Included in same EFT run on January 18, 2019
2019/05/29	2019-36	367.5	2019/06/21	Included in same EFT run on June 21, 2019
2019/06/06	2019-44	9,500.00	2019/06/21	Included in same EFT run on June 21, 2019
2019/06/26	2019-57	3,500.00	2019/07/19	
2019/06/12	2019-49	20,769.00	2019/08/09	Included in same EFT run on August 9, 2019
2019/06/20	2019-51	20,850.00	2019/08/09	Included in same EFT run on August 9, 2019
2019/07/26	2019-62	12,315.98	2019/08/09	Included in same EFT run on August 9, 2019
2019/10/29	2019-75	4,500.00	2019/11/15	

141,209.27

Reported in SOFI

Vendor Invoices

141,209.27



INVOICE

Date: Tuesday, August 16, 2016

Invoice #16-095

To: City of Vancouver

Attn: **Eric Mital, M.Eng., P.Eng.**Eric.Mital@vancouver.ca**Research Project Matching Funds**

City of Vancouver portion of matching funding towards research project:
 Informing Real Estate Design to Encourage Cycling in
 Vancouver: *Mapping Decision Points, Information Needs, and
 Policy Tools for Active Transportation*

\$4,000

GST

(GST Number: 874010119RT0001)

Total Payable \$ 4,000.00

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.
 After 30 days, a late payment fee of 5% may be charged.

If you prefer to pay by credit card, please call the office at 604-558-2002
 between 10am and 4pm Monday to Thursday. Please note that a 3.5%
 fee will be applied.

Thank you. Please contact admin@bikehub.ca for any accounting questions.

From: [Marciante, Wendy](#)
To: [AP Central](#)
Subject: FW: HUB Cycling Invoice 16-095
Date: Tuesday, February 28, 2017 3:51:36 PM
Attachments: [HUB Cycling Invoice 16-095 - Vancouver - 2016-08-16.pdf](#)

Please scan this invoice.

Thanks

From: AP Central
Sent: Monday, February 27, 2017 2:01 PM
To: Marciante, Wendy
Subject: FW: HUB Cycling Invoice 16-095

FYI-scan?

Thanks,

Sherry Reagh
City of Vancouver
Accounts Payables Shared Services
453 W. 12th Avenue
Vancouver, B.C.
V5Y 1V4
604-673-8355 Central
604-673-8362 Direct
APcentral@vancouver.ca



From: dmnvacc@gmail.com [<mailto:dmnvacc@gmail.com>] **On Behalf Of** Admin HUB
Sent: Monday, February 27, 2017 1:58 PM
To: AP Central
Cc: Mital, Eric; Tim Welsh
Subject: HUB Cycling Invoice 16-095

Hi AP,

Attached is a rather aged invoice that has not yet been paid. I realized it may not have been sent to the correct email.

I believe we are set up for direct deposit.

Thank you,
Tara Holfeld
Office Manager
HUB Cycling
1-828 West 8th Ave
Vancouver, BC V5Z 1E2

Office hours: Mon -Thurs 10 - 4

604-558-2002

www.bikehub.ca

Twitter [@wearehub](https://twitter.com/wearehub) Facebook [wearehub](https://www.facebook.com/wearehub)

Make biking better in Metro Vancouver • [Be a HUB Member](#)

INVOICE

Date: Thursday, June 1, 2017

Invoice 17-62

To: The City of Vancouver
 Active Transportation Branch
 507 West Broadway
 Vancouver, BC V5Z 0B4

Attn: Lynn Guilbault RPP MCIP - Stakeholder and Community Relations
 Lynn.Guilbault@vancouver.ca

**Re: INVOICING FOR CONTRACT NO: PS20150782 - ACTIVE SCHOOL
 TRAVEL FOR ELEMENTARY SCHOOL STUDENTS AND THEIR PARENTS
 P.O.#: 4500556034**

Learn2Ride Course Delivery at 4 City of Vancouver Elementary Schools
 - 4 classes of grade 4 and 5 students per school, one 45- minute in-
 class cycling knowledge session, one 45-minute in-class pedestrian
 knowledge session, and one 90- minute on-bike cycling skill building
 session for each participant. Adaptive bicycles provided as needed.
 School 1: Champlain Heights - May 15, 17 and 23
 School 2: Tyee - May 17, 18 and 26
 School 3: David Loydd - May 18, 19 and 26
 School 4: Carnarvon - May 19, 23 and 25
 (4 Schools at \$2,910 per school = \$11,640).

11640

SubTotal

\$11,640

GST

\$0

(GST Number: 874010119RT0001)

Total Payable

\$11,640

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.
 After 30 days, a late payment fee of 5% may be charged.

If you prefer to pay by credit card, please call the office at 604-558-2002
 between 10am and 4pm Monday to Thursday. Please note that a 3.5%
 fee will be applied.

Thank you. Please contact admin@bikehub.ca for any accounting questions.

INVOICE

Date: Wednesday, June 7, 2017

Invoice 17-65

To: The City of Vancouver
Engineering Services Department
5th Floor-507 West Broadway
Vancouver, BC V5Z 0B4

Attn: Accounts Payable

APInvoice@Vancouver.ca

CC: Lynn Guilbault - Project Manager Stakeholder and Community
Relations
Lynn.Guilbault@vancouver.ca

Re: P.O. #4500571511

Spring 2017 Bike to Work Week Regional Cycling Promotion Event

COORDINATION AND DELIVERY OF 6 CITY OF VANCOUVER BIKE TO WORK WEEK CELEBRATION STATIONS: Liaison with municipal staff, site logistics and permitting, organization of prize and bike repairs, provision of beverages and snacks, volunteer coordination, sponsorships, media liaison, station set-up, station hosting, reporting (at calendar year end).

Celebration Station #1: Dunsmuir and Richards, May 29, 7:00-9:30 a.m.

Celebration Station #2: Commercial and Adanac, May 29, 4:00-6:00 p.m.

Celebration Station #3: Ontario and 37th, May 31, 7:00-9:30 a.m.

Celebration Station #4: 10th and Knight, May 31, 4:00-6:00 p.m.

Celebration Station #5: Hornby Square near Robson, June 1, 4:00-6:00 p.m.

Celebration Station #6: Arbutus Greenway and 10th, June 2, 7:00-9:30 a.m. \$2,000 for the first station each calendar year, \$1,500 each additional station in the same calendar year.

6 Total Celebration Stations = \$9,500

9500

SubTotal

\$9,500

GST

\$0

(GST Number: 874010119RT0001)

Total Payable

\$9,500

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.
After 30 days, a late payment fee of 5% may be charged.

If you prefer to pay by credit card, please call the office at 604-558-2002
between 10am and 4pm Monday to Thursday. Please note that a 3.5%
fee will be applied.

Thank you. Please contact admin@bikehub.ca for any accounting questions.

INVOICE

Date: Wednesday, July 12, 2017

Invoice 17-80

To: The City of Vancouver
5th Floor-507 West Broadway
Vancouver, BC V5Z 0B4

Attn: Accounts Payable
APInvoice@Vancouver.ca

CC: Lynn Guilbault - Project Manager Stakeholder and Community
Relations
Lynn.Guilbault@vancouver.ca

Re: Bike to Shop Days Sponsorship

Bike to Shop Days July 21-23, 2017

2500

SubTotal

\$2,500

GST

\$0

(GST Number: 874010119RT0001)

Total Payable

\$2,500

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.
After 30 days, a late payment fee of 5% may be charged.

If you prefer to pay by credit card, please call the office at 604-558-2002
between 10am and 4pm Monday to Thursday. Please note that a 3.5%
fee will be applied.

Thank you. Please contact admin@bikehub.ca for any accounting questions.



INVOICE

Date: Monday, August 14, 2017

Invoice 17-83

To: The City of Vancouver
453 West 12th Avenue
Vancouver, BC V5Y 1E3

Attn: Sandi Swanigan, Film and Special Events
sandi.swanigan@vancouver.ca

Re: Cash Sponsorship Disbursement – City of Vancouver for Bike The
Night 2017

Cash Sponsorship Disbursement – City of Vancouver for Bike The Night 2017	30000
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SubTotal	\$30,000
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GST	\$0
(GST Number: 874010119RT0001)	

Total Payable	\$30,000
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Payment due upon receipt of invoice. Cheques payable to HUB Cycling.
After 30 days, a late payment fee of 5% may be charged.

If you prefer to pay by credit card, please call the office at 604-558-2002
between 10am and 4pm Monday to Thursday. Please note that a 3.5%
fee will be applied.

Thank you. Please contact admin@bikehub.ca for any accounting questions.

@wearehub
 @wearehub
info@bikehub.ca
bikehub.ca

1-828 West 8th Ave.
 Vancouver, BC
 V5Z 1E2 Canada
 604.558.2002

Non-PO disbursement

Margaret Wittgens to approve

Disbursement per clause 2.a(i) in attached
sponsorship agreement. Please

cc: Paul Bruce

SPONSORSHIP AGREEMENT

THIS AGREEMENT is dated the 9th day of August 2017 (the "Effective Date")

BETWEEN:

CITY OF VANCOUVER, a municipal corporation continued under the *Vancouver Charter* with an office at 453 West 12th Avenue, Vancouver, British Columbia, V5Y 1V4

(the "City")

AND:

HUB CYCLING, a society formed under the laws of the Province of British Columbia with an office at 1-828 West 8th, Vancouver, British Columbia V5Z 1E3

(the "Recipient")

WITNESSES THAT WHEREAS:

- A. The Recipient is a society that organizes a mass participation public bike ride event in Vancouver, B.C. (the "Event") named "Bike The Night";
- B. The City supports health, fitness, and active transportation and wishes to sponsor the Event;
- C. On April 12, 2017 Vancouver City Council approved sponsorship to the Recipient to defray the costs the Recipient will incur to organize and run the Event; and
- D. The City and the Recipient wish to provide arrangements for and set out the terms and conditions that will govern the contribution of the Sponsorship Fee (defined below) and the Value-In-Kind Contribution (defined below).

NOW THEREFORE, the Parties agree as follows:

- 1. **Definitions.** The following definitions apply to this Agreement:
 - (a) "Agreement" means this Sponsorship Agreement;
 - (b) "City Personnel" means any and all of the officers, employees, agents, and elected and appointed officials of the City or the City of Vancouver's Board of Parks and Recreation;
 - (c) "Effective Date" has the meaning given on the first page of this Agreement;

- (d) **"Event"** has the meaning given in Recital A to this Agreement;
- (e) **"Event of Default"** has the meaning set out in Section 5(a);
- (f) **"Official Mark"** or **"OM"** means the City of Vancouver logo, which is attached as Schedule A to this Agreement;
- (g) **"OM Licence"** means the rights granted to the Recipient under this Agreement for the use of the Official Mark;
- (h) **"OM Licence Term"** means the period from the Effective Date until either the termination of this Agreement pursuant to Section 5 or the end of the Event, whichever occurs first;
- (i) **"Sponsorship Fee"** means the funds set out in Section 2(a) that the City will transfer to the Recipient subject to the terms and conditions stated in this Agreement; and
- (j) **"Value-In-Kind Contribution"** has the meaning given to that term in Section 2(a).

2. Sponsorship.

- (a) Subject to the Recipient satisfying the conditions set out in this Agreement, including but not limited to Section 2(c), and the limitations set out in this Section 2(a), the City will contribute to the Recipient:
 - (i) a monetary sponsorship fee of up to \$30,000 (the **"Sponsorship Fee"**), which the Recipient will, in its sole discretion, use to defray costs that the Recipient incurs to organize and run the Event; and
 - (ii) a non-monetary, value-in-kind contribution of up to \$55,000 (the **"Value-In-Kind Contribution"**) of City-rendered services and funds to pay for third party-rendered services.

For clarity, the City and the Recipient acknowledge and agree that the Value-In-Kind Contribution will only be used for engineering services, including event permits, meter hooding, traffic signage, bike stands, water supply, and traffic control equipment such as barricades and delineators, and the traffic control services of the Vancouver Police Department. The City will determine, account for, and pay the total cost of the aforementioned engineering and traffic control services. If the total cost of the aforementioned engineering and traffic control services is less than \$55,000, then the City will send a cheque to the Recipient for the difference between that total cost and \$55,000 upon receiving an invoice or invoices from third parties to the Supplier for traffic management plan creation, professional traffic management plan installation and removal, professional traffic management personnel, bike valet services, technical and route support supplies and services, water for ride participants, or resident and business notification mail costs associated with organizing and running the Event. The Recipient acknowledges and agrees that the City's total

sponsorship contribution to the Event will be \$85,000, which is the total financial worth of the Sponsorship Fee and the Value-In-Kind Contribution.

- (b) Notwithstanding any other provision of this Agreement or oral or written communication between the City and the Recipient, the Recipient acknowledges and agrees that the Sponsorship Fee is the maximum that the City will transfer to the Recipient in respect of the Event and in no circumstances will the City be obligated to provide any amounts of money other than the Sponsorship Fee.
- (c) The City and the Recipient acknowledge and agree that the City will transfer the Recipient the Sponsorship Fee within 14 days of the receipt by the City of evidence, to the satisfaction of the City in its sole discretion, of the following:
 - (i) that the Recipient has applied to the relevant City department for the permits required to carry out the Event;
 - (ii) that, through the standard event approval process, the City has reviewed the Event plan and granted conditional approval to the Recipient to carry out the Event;
 - (iii) that the Recipient's budget for the Event is comprehensive and contains appropriate contingencies;
 - (iv) that the Event's sponsorship and funding acquisition plan can be realistically realized; and
 - (v) of the insurance of the Event to the satisfaction of the City.

3. Covenants of Recipient.

The Recipient covenants and agrees with the City as follows:

- (a) *Use of the Sponsorship Fee.*
 - (i) The Recipient will use the Sponsorship Fee to defray certain costs the Recipient incurs to organize and run the Event in accordance with the terms and conditions of this Agreement,
 - (ii) The Recipient may not transfer the Sponsorship Fee or any part of the Sponsorship Fee to a third party.
 - (iii) The Recipient will return any portion of the Sponsorship Fee not used in accordance with this Agreement to the City upon written request from the City to the Recipient.
- (b) *Accounting and Records.*

The Recipient will keep, or cause to be kept, accurate records pertaining to the Event and the use of the Sponsorship Fee, such records to be to the satisfaction of the City. At the request of the City, from time to time, the

Recipient will make, or cause to be made, such records available for inspection and copying by the City. The City will comply with any statutory obligations the Recipient has with respect to privacy of such information.

(c) *Exclusivity*

The Recipient will not accept sponsorship for the Event from any municipality other than the City

(d) *Sponsorship Benefits*

The Recipient will ensure that the City's sponsorship is recognized through inclusion of the City's logo on event posters; in a minimum of two Bike the Night e-newsletters; on print advertising; and on the event website main page. The Recipient will also recognize the City in no less than five social media posts. The Recipient will invite, but not obligate, City staff and/or elected officials to speak at the media launch event and the pre-event outdoor celebration. The Recipient will permit the City to activate a space of a size at the City's discretion at the outdoor pre-event celebration and permit the City to install up to 4 additional large banners at the site's start location.

(e) *General.*

- (i) The Recipient will obtain all necessary licences, permits, and approvals required for the Event by applicable legislation, regulations, and bylaws.
- (ii) The Recipient will provide fifty (50) paid entries to the Event to the City no less than seven days before the Event for the City to disburse at its sole discretion.
- (iii) No later than sixty days after the Event, the Recipient will deliver a written report to the City detailing all of the relevant details of the Event, including but not limited to planning, programming, participation, and economic impact.
- (iv) The Recipient will not make any public announcements or publish any advertisements that mention the City's involvement with or sponsorship of the Event without the prior written consent of the City.
- (v) The Recipient will comply with the requirements of Schedule B to this Agreement.

4. Representations and Warranties. The Recipient represents and warrants to and covenants and agrees with the City as follows:

- (a) The Recipient has the full and complete power, authority, and capacity to enter into, execute, and deliver this Agreement.
- (b) This Agreement will be fully and completely binding upon the Recipient in accordance with its terms and the Recipient will perform all of its obligations under this Agreement in accordance with its terms.
- (c) The foregoing representations, warranties, covenants, and agreement will have force and effect notwithstanding any knowledge on the part of the City whether actual or constructive concerning the status of the Recipient with regard to any matter whatsoever.

5. Default, Refund of the Sponsorship Fee, and Termination.

- (a) Each of the following will constitute an "Event of Default":
 - (i) if the Recipient has provided false or misleading information in any communication with the City;
 - (ii) if the Recipient uses the Sponsorship Fee or any portion of the Sponsorship Fee for purpose other than for defraying the costs the Recipient incurs to organize and run the Event;
 - (iii) if the Recipient secures a sponsorship or publicly aligns itself with an entity that the City deems, in the City's sole discretion, to be inappropriate;
 - (iv) if, prior to the Event, Tracy Wilkins or Laura Jane cease their work with the Recipient, the Recipient will immediately hire a consultant who is satisfactory to the City in the City's sole discretion to take over all of their Event-related duties;
 - (v) if, in the sole discretion of the City, prior to the Event the nature or details of the Event or the registration fee to partake in the Event substantially change;
 - (vi) if the Recipient is unable, in the reasonable opinion of the City, to complete the Event; or
 - (v) if Recipient breaches any term or condition of this Agreement.
- (b) Effective upon notice of the occurrence of an Event of Default delivered by the City to the Recipient, the Recipient shall immediately repay the Sponsorship Fee to the City.
- (c) The City may terminate this Agreement at any time without cause by providing the Recipient with ten days' written notice. If the City terminates this Agreement pursuant to this Section 5(c), the Recipient will not be required to

repay the City the Sponsorship Fee, but the City will not be required to provide the Recipient with the Value-In-Kind Contribution. For clarity, if the City terminates this Agreement pursuant to this Section 5(c), the OM Licence will terminate concurrently with this Agreement.

6. General.

- (a) *Amendments.* Any changes to the terms of this Agreement must be in writing and signed by both parties.
- (b) *Assignment.* No party will assign or transfer all or any part of this Agreement, or all or any of its rights under this Agreement, without the written consent of the other party, not to be unreasonably withheld.
- (c) *Compliance with Laws.* Each party will comply with all applicable laws, regulations, and order in performing its obligations and exercising its rights under this Agreement.
- (d) *Counterparts.* This Agreement may be executed in counterparts and each executed counterpart will be considered an original, and all executed counterparts together will constitute this Agreement. A signed copy of this Agreement may be delivered by e-mail, fax, or other electronic transmission.
- (e) *Enurement.* This Agreement enures to the benefit of and is binding upon the parties and their respective successors and permitted assigns.
- (f) *Further Assurances.* Each party shall execute such further and other documents and instruments and do such further and other acts as may be necessary to implement and carry out the provisions and intent of this Agreement.
- (g) *Governing Law.* This Agreement will be governed by, and construed in accordance with, the laws of the Province of British Columbia and the laws of Canada applicable therein. Each of the parties agree to bring any action arising out of or related to this Agreement in a court of British Columbia and the parties hereby submit to the exclusive jurisdiction of the courts of British Columbia and any courts competent to hear appeals therefrom.
- (h) *Interest on Arrears.* Whenever any amount(s) of money owing under this Agreement by the Recipient to the City are not paid when payable, such amount(s) will be considered to be in arrears and will bear interest at the rate of five percent (5%) above the Prime Rate per annum, calculated and compounded monthly not in advance, from the date payable until paid in full together with all such accrued interest.
- (i) *No Partnership.* Nothing in this Agreement makes any a party the partner, joint venture, agent, trustee, employee, or legal representative of the other party. Neither party has the authority to, and will not purport to, enter into any contracts on behalf of the other party or to bind or otherwise purport to act on behalf of the other party.

- (j) *Release and Indemnity.* The Recipient hereby releases, and agrees to indemnify and save harmless, the City and the City Personnel for and from any cost, claim, demand, complaint, judgment, or order for any Losses suffered, incurred or experienced by any person or entity, including, without limitation, the Recipient, the City, and the City Personnel in connection with, that arises out of, or that would not have been incurred but for this Agreement. This indemnity will survive the termination of this Agreement.
- (k) *Severability.* The invalidity of any paragraph of this Agreement will not affect any other paragraph of this Agreement; but this Agreement will be construed as if such invalid paragraph were omitted.
- (l) *Time of the Essence.* Time is of the essence in this Agreement.
- (m) *Vancouver Charter.* Nothing contained or implied herein will derogate from the obligations of the Recipient under any other agreement with the City or, if the City so elects, prejudice or affect the City's rights, powers, duties, or obligations in the exercise of its functions pursuant to the *Vancouver Charter* and the rights, powers, duties, and obligations of the City under all public and private statutes, by-laws, orders, and regulations, which may be, if the City so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the Recipient and the City.
- (n) *Waiver.* The Recipient acknowledges and agrees that no failure on the part of the City to exercise and no delay in exercising any right under this Agreement will operate as a waiver thereof nor will any single or partial exercise by the City of any right under this Agreement preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided will be cumulative and not exclusive of any other remedies provided by law and all remedies stipulated for the City herein will be deemed to be in addition to and not, except as herein expressly stated, restrictive of the remedies of the City at law or in equity.
- (o) *Notices.* Any notice, approval, or request required or permitted to be given under this Agreement will be in writing and may be given by delivering such notice, approval, or request to a representative of the party for whom it is intended or by mailing such notice, approval, or request by prepaid registered mail from any post office in British Columbia and:
 - (i) in the case of the City, addressed to the address given on the first page of this Agreement with attention to the City Clerk and Sandi Swanigan; and
 - (ii) in the case of the Recipient, addressed to the address given on the first page of this Agreement with attention to Tracy Wilkins or at such other address as the parties may from time to time advise by notice in writing. Any such notice, approval or request will be deemed to have been received on the date of delivery of such notice, approval or request or, on the third business day next following the date of such mailing if mailed, provided that, if mailed, should there be, between mailing and the actual receipt of such notice, approval or request, a mail strike, slowdown or other labour dispute which

might affect the delivery of such notice, approval or request, such notice, approval or request will only be effective if actually delivered.

[Balance of page intentionally blank.]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective authorized signatories as of the date first written above.

CITY OF VANCOUVER


by its authorized signatory:

Name and Title: Jerry Dobrovolsky, Chief Engineer/General Manager of Engineering Services

Name and Title: Francie Connell, Director of Legal Services

HUB CYCLING

by its authorized signatories:



Name and Title: Laura Jane, Acting Executive Director

SCHEDULE A



SCHEDULE B

RECIPIENT'S USE OF OFFICIAL MARK

OFFICIAL MARK

1. The City hereby grants to the Recipient, and the Recipient accepts, a royalty-free, non-exclusive, limited licence to use the Official Mark in connection with the Event, to disclose and promote the City's participation in the Event under this and in accordance with this Agreement.
2. The OM Licence will be effective during the OM Licence Term, unless terminated earlier pursuant to the provisions of this Agreement.
3. Except as expressly provided in this Agreement, the Recipient may not sublicense or assign the OM Licence, or otherwise grant any rights to use the Official Mark to any third party, and any such sublicense, assignment or grant without the prior written consent of the City will be null and void. The Recipient may request the City to grant it the right to sublicense to a wholly owned subsidiary, and the City will consider in good faith whether to consent to such sublicense, and the appropriateness of its terms, based on the relevant circumstances of the sublicense and the nature of the proposed sublicensee.

OWNERSHIP

4. Notwithstanding anything else in this Agreement, the Official Mark is and will remain the exclusive property of the City and all use thereof by the Recipient will enure exclusively to the benefit of the City. No rights, title or interest in or to the Official Mark is granted, nor will such rights to title or interest transfer at any time to the Recipient, other than a limited right to use the Official Mark pursuant to the terms of this Agreement.
5. The Recipient will not contest the validity, ownership or title to the Official Mark or any public notice thereof given by the Registrar of Trade-Mark, or the City's right to restrict or restrain the use of the Official Mark in any manner consistent with this Agreement.
6. The Recipient will not apply for or register any type of proprietary or other statutory rights for the Official Mark, or any trade-mark, corporate name, business name or trade name confusingly similar to the Official Mark.
7. The City will have the right to immediately remove from this Agreement the Official Mark if required by any legal process or proceedings, or the terms of settlement therefore. Upon receipt of notice from the City of such removal, the OM Licence will no longer include, and the Recipient will promptly cease all use of, such mark or Mark.

MANNER OF USE

8. The Recipient will use the Official Mark only in accordance with the standards and guidelines established or approved by the City in writing from time to time, which approval will not be unreasonably withheld. The Recipient will use the Official Mark without any other accompanying words or symbols unless it has received the prior written approval of the City. The Recipient will not vary the previously authorized manner of use or presentation of the Official Mark without obtaining the prior written consent of the City.

9. The Recipient will, in advance of their use, provide to the City for its review and approval, in accordance with the Approval Protocol, as set out below:
 - (a) samples of all of the Recipient's sales, marketing, advertising and promotional materials and products which contain the Official Mark; and
 - (b) particulars of proposed media programs, web sites, interviews, and other marketing and advertising campaigns, in which reference to the Official Mark will, or will likely, be made,

to determine if they meet the standards and guidelines established or approved by the City. The City is not obligated to provide constant supervision or monitoring of the Recipient's sales, marketing, advertising or promotional activities.
10. The Recipient will have the right under the OM Licence to allow third party consultants and advertising agencies, marketing companies and similar organizations to use the Official Mark to prepare or assist in the preparation of the Recipient's sales, marketing, advertising and promotional materials and products, media programs, web sites, interviews, and other marketing and advertising campaigns, to the extent permitted under this Agreement, but for no other reason or purpose. All such third parties and their activities when using or dealing with the Official Mark must be supervised and controlled by the Recipient. All responsibility and liability for such third parties' unauthorized use of or wrongful acts respecting the Official Mark will be assumed fully by the Recipient.
11. The Recipient will use the Official Mark in compliance with all applicable laws, regulations and government requirements.
12. All use of the Official Mark by the Recipient will be accompanied by a notice indicating their official status and ownership by the City, in such form as required by the City.
13. The Recipient will not use during the OM Licence Term, for any purpose or in any way, any other trade-marks, brand names or other entertainment or exhibition identifiers so resembling the Official Mark, in the City's reasonable opinion, as to be likely to cause confusion or deception.
14. The OM Licence, and any City approvals given pursuant to this Agreement regarding any of the Recipient's sales, marketing, advertising and promotional materials and products, media programs, web sites, interviews, or other marketing and advertising campaigns, address and apply only with respect to the Official Mark.

TERMINATION

15. The City may at its option terminate the OM Licence Term immediately upon:
 - (a) the Recipient's breach of any of the provisions of this Agreement and failure to cure such breach within seven days after written notice thereof by the City;
 - (b) commencement of any action, claim or proceeding by the Recipient or any of its affiliates, contesting the validity or public notice of the Official Mark, or their ownership by the City; or
 - (c) the Recipient ceasing to use the Official Mark.
16. Upon termination of this Agreement, the Recipient will promptly discontinue all use of the Official Mark, and thereafter never resume use of the Official Mark or any confusingly similar Mark and variations thereof, whether as part of a corporate, business or trade name or trade-mark.

UNAUTHORIZED USE

17. The Recipient will notify the City of any unauthorized use of the Official Mark by any person which it becomes aware of, and of any lawsuit or legal proceeding that is threatened or instituted by any person concerning the use of the Official Mark by the Recipient.
18. The Recipient will not communicate with any unauthorized user or infringer of the Official Mark without obtaining the prior written approval of the City. The City will have the exclusive right to institute legal proceedings against all unauthorized users and infringers of the Official Mark, including settlement thereof. The Recipient will have no right or claim to the proceeds of any such lawsuits or settlements. The City will have the sole right to determine whether or not to commence any legal proceedings against unauthorized users and infringers, and failure to commence any legal proceeding will not impose any liability upon the City or affect the Recipient's obligations under this Agreement. The Recipient will upon the request of the City, and at the City's expense, provide reasonable assistance to the City in the investigation of, and any legal proceedings related to, any such unauthorized use or infringement.

APPROVAL PROTOCOL

Proposed Materials

19. In each and every case, prior to making use hereunder of the Official Mark, the Recipient will submit in writing to the City, for its prior explicit written approval, an illustration of the use proposed (the "Proposed Materials").
20. In the event that the submission of samples of the Proposed Materials in form as they will be used is unduly burdensome or impracticable for the Recipient, it will provide the City with full photographic representations adequately depicting such Proposed Materials for the City's prior written approval. If the nature of the Proposed Materials is not reasonably suitable to be clearly depicted by photographic representations, then the Recipient will provide the City with representations of the Proposed Materials in a more appropriate alternate media and format, and using technology, which are acceptable to the City.
21. If the Recipient's request for approval of the Proposed Materials is not responded to by the City within three business days after the City has received the samples, or photographic or alternative media representations of the Proposed Materials from the Recipient, it may provide written notice to the City of such non-response. If the City still does not provide its decision to such proposed use within a further three business days following receipt of the Recipient's written notice of non-response, then approval will be deemed to have been given for the Proposed Materials, as depicted by the submitted samples or photographic or alternative media representations.
22. The City reserves the right to withdraw for good cause any approval previously given for Proposed Materials, provided that if the Recipient is not in breach of this Agreement or the Sponsorship Agreement, then such withdrawal will not affect use of the Recipient's then existing supply of approved Proposed Materials, or otherwise cause the Recipient to

lose the primary benefit of advertising and promotional campaigns for which the Recipient has incurred significant expenses.

Campaigns

23. The Recipient will submit to the City, for its prior written approval, full details of the nature, scope, timing and location of its proposed media programs, web sites, interviews, and other marketing and advertising campaigns, in which reference to the Official Mark will, or will likely, be made (collectively and individually the "Proposed Campaigns"), as soon as they become known before their proposed use. Representative samples of any Proposed Materials not previously approved which are part of the Proposed Campaigns will also be provided in accordance with the above procedure.
24. If the Recipient's request for approval of the Proposed Campaigns (including their Proposed Materials) is not responded to by the City within three business days after the City has received full details of the Proposed Campaigns (including their Proposed Materials) from the Recipient, it may provide written notice to the City of such non-response. If the City still does not provide its decision to such proposed use within a further three business days following receipt of the Recipient's written notice of non-response, then approval will be deemed to have been given for the Proposed Campaigns (including their Proposed Materials) as submitted.
25. The City reserves the right to withdraw for good cause any approval previously given for the Proposed Campaigns (including their Proposed Materials), provided that if the Recipient is not in breach of this Agreement or the Sponsorship Agreement, then such withdrawal will not affect the Proposed Campaigns which are then committed in the media, or otherwise cause the Recipient to lose the primary benefit of advertising and promotional campaigns for which the Sponsor has incurred significant expenses.

Finality of Decisions

26. The City's decisions concerning approvals of, or directions for, the Recipient's proposed or current use or manner of use, of the Official Mark in the Proposed Campaigns and Proposed Materials, are subject to its sole discretion and will be final.

INVOICE

Date: Wednesday, October 4, 2017

Invoice 17-95

To: The City of Vancouver
5th Floor-507 West Broadway
Vancouver, BC V5Z 0B4

Attn: Accounts Payable
APInvoice@Vancouver.ca

CC: Lynn Guilbault - Project Manager Stakeholder and Community
Relations
Lynn.Guilbault@vancouver.ca

Re: PO#: 4500556034
HUB Cycling CoV Elementary School Cycling Instruction Contract 2016-
17 - Stage 2 Evaluation Completion

Contract #: PS20170902 - amend services contract - PS20150782.

Final data collection and compilation, analysis, report composition, and
evaluation outcome review with City of Vancouver staff - completed per
contract / contract amendment cited above.

SubTotal	\$4,145
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GST	\$0
(GST Number: 874010119RT0001)	

Total Payable	\$4,145
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Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.
After 30 days, a late payment fee of 5% may be charged.

If you prefer to pay by credit card, please call the office at 604-558-2002
between 10am and 4pm Monday to Thursday. Please note that a 3.5%
fee will be applied.

Thank you. Please contact admin@bikehub.ca for any accounting questions.

INVOICE

Date: Friday, November 3, 2017

Invoice 17-101

To: The City of Vancouver
Engineering Services Department
5th Floor-507 West Broadway Vancouver, BC V5Z 0B4

Attn: Accounts Payable - APInvoice@Vancouver.ca
CC: Lynn Guilbault
Project Manager Stakeholder and Community Relations
lynn.guilbault@vancouver.ca

Re: P.O. #4500571511

Invoicing for Fall 2017 Bike to Work Week Regional Cycling
Promotion Event.

COORDINATION AND DELIVERY OF 3 CITY OF VANCOUVER BIKE TO
WORK WEEK CELEBRATION STATIONS: Liaison with municipal staff,
site logistics and permitting, organization of prize and bike repairs,
provision of beverages and snacks, volunteer coordination,
sponsorships, media liaison, station set-up, station hosting,
reporting (at calendar year end).

\$2,000 for the first station each calendar year (first station invoiced
June 2017), \$1,500 each additional station in the same calendar
year.

SubTotal	\$4,500
----------	---------

GST	\$0
(GST Number: 874010119RT0001)	

Total Payable	\$4,500
----------------------	----------------

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.
After 30 days, a late payment fee of 5% may be charged.

If you prefer to pay by credit card, please call the office at 604-558-2002
between 10am and 4pm Monday to Thursday. Please note that a 3.5%
fee will be applied.

Thank you. Please contact admin@bikehub.ca for any accounting questions.

INVOICE



604.558.2002
info@bikehub.ca
bikehub.ca

Date: Thursday, December 14, 2017

Invoice 17-115

To: The City of Vancouver
453 West 12th Avenue
Vancouver, BC V5Y 1E3

Attn: Rick Clark, Film and Special Events
rick.clark@vancouver.ca

Re: **HUB Cycling Bike the Night 2017**

Accepted Event Costs:

1. Valley Traffic Systems: Staffing and Tear Down - \$26,165.48
2. Valley Traffic Systems: Traffic Management Plan - \$2740.50
3. Valley Traffic Systems: Traffic Management Plan and Staffing - \$582.75
4. Douglas Okero: Traffic Consulting Fees - \$210
5. Modo: Car Rental Sweep Vehicle - \$79.98
6. West Park Lot Rental - \$1050.00
7. Go Wireless Inc: Walkie Talkies For Key Staff and Contractors - \$504.00

Total Qualified Costs \$54970.23

Minus City/VPD Services \$23637.52

SubTotal

\$31,332.71

GST

\$0

(GST Number: 874010119RT0001)

Total Payable

\$31,332.71

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.
After 30 days, a late payment fee of 5% may be charged.

If you prefer to pay by credit card, please call the office at 604-558-2002
between 10am and 4pm Monday to Thursday. Please note that a 3.5%
fee will be applied.

Thank you. Please contact admin@bikehub.ca for any accounting questions.





Number: IN100746
Page: 4
Date: 09/14/17

9770 199A Street
Langley, BC V1M 2X7
Phone: 604-513-0210
Fax: 604-513-3661

Sold To: Cash Sale	Ship To:
Accounts Payable	

Description	Bike The Night				
PO No.		Release No.		Terms Code	N30

Date	WO#	Description/Comments	Quantity	Rate	Amount	Slip
09/16/17		Event Rate Time and 1/2	s.21(1)		216.00	G 770863
09/16/17		Event Rate Time and 1/2			216.00	G 770866
09/16/17		Event Rate Time and 1/2			216.00	G 770865
09/16/17		Event Rate Time and 1/2			216.00	G 787922
09/16/17		Event Rate Time and 1/2			216.00	G 770864
09/17/17		Barricade Tear Down			900.00	G 758440
Due Date	Amount Due	Disc. Date	Disc. Amount			
10/14/17	26,165.48		0.00			
Past due invoices are subject to a 2% monthly interest charge						

Remit To:
Valley Traffic Systems Inc.
9770 199A Street
Langley BC
V1M 2X7

GST

1,245.98

Subtotal before taxes	24,919.50
Total taxes	1,245.98
Total amount	26,165.48
Payment received	0.00
Discount taken	0.00
Amount due	26,165.48

Business Number: 888164134



Number: TM07-17-01
Page: 1
Date: 10/07/2017

9770 199A Street
Langley, BC V1M 2X7
Phone: 604-513-0210
Fax: 604-513-3661

Sold Cash Sale
To:

Accounts Payable

Ship
To:

Description	July 2017	Terms Code	N30
PO No.	HUB CYCLING		

Description/Comments	Quantity	Rate	Amount	Slip								
Traffic Management Plan - Bike The Night 2017	s.21(1)		0.00	G								
AutoCAD Technician			2,250.00	G								
Traffic Manager			360.00	G								
Contact: Eric Chene 604-644-2850			0.00									
<table><tr><td>Due Date</td><td>Amount Due</td><td>Disc. Date</td><td>Disc. Amount</td></tr><tr><td>09/08/2017</td><td>2,740.50</td><td></td><td>0.00</td></tr></table> <p>Past due invoices are subject to a 2% monthly interest charge</p>					Due Date	Amount Due	Disc. Date	Disc. Amount	09/08/2017	2,740.50		0.00
Due Date	Amount Due	Disc. Date	Disc. Amount									
09/08/2017	2,740.50		0.00									
<div><div>Valley Traffic Systems 1 9770 199A STREET LANGLEY, BC V1M 2X7 604-513-0210</div><div>SALE</div><div>Batch #: 265 09/02/17 Inv/Trk #: 071701 APPR CODE: 023529 Trace: 2 VISA *****0024 Manual CP +/-/24 REF#: 000000002 080529</div><div>AMOUNT \$2,740.50</div><div>APPROVED THANK YOU / MERCI CUSTOMER COPY</div></div>												

Remit To:

Valley Traffic
9770 199A Street
Langley
V1M 2X7
Systems Inc.
Unit
BC

GST

130.50

Subtotal before taxes	2,610.00
Total taxes	130.50
Total amount	2,740.50
Payment received	0.00
Discount taken	0.00
Amount due	2,740.50

Business Number: 888164134

Invoice



Number: TM09-17-024
Page: 1
Date: 9/30/2017

9770 199A Street
Langley, BC V1M 2X7
Phone: 604-513-0210
Fax: 604-513-3661

[illegible]

Ship To:	
----------	--

Accounts Payable

Description	HUB CYCLING		
PO No.	BIKE THE NIGHT	Terms Code	N30

Description/Comments	Quantity	Rate	Amount	Slip
Traffic Management Plan, Bike the Night	s.21(1)		0.00	G
Traffic Manager SK			180.00	G
AutoCAD Technician SK			375.00	G
Contact: Tracy Wilkins 778 955 9701			0.00	
Due Date	Amount Due	Disc. Date	Disc. Amount	
10/30/2017	582.75		0.00	
Past due invoices are subject to a 2% monthly interest charge				

Remit To: GST
Valley Traffic Systems Inc.
9770 199A Street
Langley BC
V1M 2X7

GST	27.75
-----	-------

27.75	Subtotal before taxes	555.00
	Total taxes	27.75
	Total amount	582.75
	Payment received	0.00
	Discount taken	0.00
	Amount due	582.75

Subtotal before taxes	555.00
Total taxes	27.75
Total amount	582.75
Payment received	0.00
Discount taken	0.00
Amount due	582.75

Business Number: 888164134

INVOICE

Name: The Douglas Okero Group

INVOICE # 1791
DATE: NOVEMBER 27, 2017

Your Address: 945 Jervis Street, Vancouver, BC, V6E 2B8
Phone: 604-996-1635
Email: dokerogroup@gmail.com

TO Bike The Night
HUB Cycling c/o Creative Coworkers
343 Railway Street, buzzer 010
Vancouver, BC, V6A 1A4

INVOICE DATE:	ROLE	PAYMENT TERMS	DUE DATE
September 16, 2017	Consultant Bike The Night	N/A	September 30, 2017

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Consulting Fees for Bike The Night Event		\$200.00
	GST 5%		\$10.00
	The Douglas Okero Group GST# 824279756RT0001		
SUBTOTAL			\$210.00
TOTAL			\$210.00

#59 - Eleanor Lambert

There are no transactions for Eleanor Lambert this month.

#60 - Andrew Picard

There are no transactions for Andrew Picard this month.

#61 - Carly Johansson

There are no transactions for Carly Johansson this month.

#62 - Francesca Lunot

There are no transactions for Francesca Lunot this month.

#63 - Tim Aeberli

There are no transactions for Tim Aeberli this month.

#64 - Stuart Higgs

There are no transactions for Stuart Higgs this month.

#65 - Evan Hammer

There are no transactions for Evan Hammer this month.

#66 - Benjamin O'Heran

There are no transactions for Benjamin O'Heran this month.

On September 16, 2017 at 6:00 am until September 17, 2017 at 1:30 pm, you drove 42 km in the MakerLabs vehicle, #800. Time: \$135.63, km: \$0.00. GST: \$6.93. PST: \$9.49. This booking is longer than 8 hours, and subject to PVRT tax of \$3.00.

\$135.63

#68 - Tracy Wilkins

\$19.42

\$155.05

* vehicle used to transport items for event *

On September 16, 2017 at 7:00 am until September 17, 2017 at 12:30 am, you drove 68 km in the Cooper's Park vehicle, #700. Time: \$70.00, km: \$0.00. GST: \$3.58. PST: \$4.90. This booking is longer than 8 hours, and subject to PVRT tax of \$1.50.

\$70.00

\$9.98

\$79.98

* vehicle used as sweep

Notice for late return on September 16, 2017 for booking #2666382. This is your first late in the last six months, so this is just a heads up and no fee is applicable. Be careful as next time you will be charged for a late return.

On September 16, 2017 at 9:00 am until September 17, 2017 at 12:00 pm, you drove the Lougheed SkyTrain vehicle, #999 on behalf of Modo staff. There is no charge for this booking.

during ride *
- under "route supplies and services"

#69 - Kim Carmichael

There are no transactions for Kim Carmichael this month.

WestPark

#1310 - 1140 West Pender Street
Vancouver, British Columbia V6E 4G1
Canada

INVOICE

Invoice No.: 3064
Date: 09/01/2017
Ship Date: 01/01/1901
Page: 1
Re: Order No.

Sold to:

HUB Cycling
C/O Creative Coworkers
343 Railway Street
Vancouver, BC V6A 1A4

Ship to:

HUB Cycling
C/O Creative Coworkers
343 Railway Street
Vancouver, BC V6A 1A4

Business No.: 800470791RT0001

Quantity	Description	Tax	Base Price	Disc %	Unit Price	Amount
	Lot 98 - 88 Pacific Blvd					
	Sept 16 2017 - rental of lot for bike event -	G	900.00		900.00	900.00
	no cars					
	Admin fee	G	100.00		100.00	100.00
	G - GST 5%					
	GST					50.00
Shipped By: Tracking Number:					Total Amount	1,050.00
Comment:						
Sold By:						

Go Wireless Inc
189 Gore Avenue
Vancouver, BC V6A 2Z1

Phone: 604-718-2929

Date	Invoice #
9/15/2017	46125

Invoice To
Tracey Wilkings Hub Cycling 1- 828 W. 8th Avenue Vancouver BC

Ship To
pick up drop off

PAID
09/15/2017

P.O. No.	Rep	Terms	Ship	Via	Due Date	Project
	JD	Net 15	9/15/2017		9/30/2017	
Quantity	B/O	Item	Description	Price Each	Amount	Tax
18		GW-Daily Rent	CP200 Rental radios Including: 13 Chest Packs 12 Speaker Mics 6 Spare Batterys 2 Bank Chargers Rental Agreement: 05243 Rental Dates Sept 15-18, 2017 Event: Sept 16th	25.00	450.00	S
					Subtotal	\$450.00
					GST/HST	\$22.50
					PST	\$31.50
Email: accounts@gowireless.ca						
PST No. 1002-2043 GST No. 888689130					Payments/Credits	-\$504.00
					Balance Due	\$0.00



Your **Cycling** Connection

604.558.2002
info@bikehub.ca
bikehub.ca



INVOICE

2018-15

Date: Wednesday, March 14, 2018

To: City of Vancouver
5th Floor-507 West Broadway
Vancouver, BC V5Z 0B4

Attn: Accounts Payable - APInvoice@Vancouver.ca

CC: Lynn Guilbault
Project Manager Stakeholder and Community Relations
lynn.guilbault@vancouver.ca

Re: **2018 Bike to Shop Days**

2018 Bike to Shop Days

2,500

GST

N/A

(GST Number: 874010119RT0001)

Total Payable \$ 2,500.00

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.

After 30 days, a late payment fee of 5% may be charged.

To pay by credit card please call the office at 604-558-2002 between business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be applied.

Please contact **admin@bikehub.ca** for any accounting questions.

Thank you for your payment and your support of HUB Cycling

B1 - 343 Railway St, Vancouver, B.C. V6A 1A4



Your Cycling Connection

INVOICE

604.558.2002
info@bikehub.ca
bikehub.ca



2018-42

Date: 10-May-18

To: The City of Vancouver
453 West 12th Avenue
Suite 800, 666 Burrard Street
Vancouver, BC V6C 2X8

Attn: Sandi Swanigan, Film and Special Events
sandi.swanigan@vancouver.ca

Re: **Cash Sponsorship Disbursement – City of Vancouver for Bike The Night 2018**

Cash Sponsorship Disbursement – City of Vancouver for Bike The Night 2018

15,000

GST

(GST Number: 874010119RT0001)

Total Payable \$

15,000.00

See section 2.9.1 for authorization

Payment due upon receipt of invoice. Cheques payable to HUB Cycling.

After 30 days, a late payment fee of 5% may be charged.

To pay by credit card please call the office at 604-558-2002 between business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be applied.

Please contact admin@bikehub.ca for any accounting questions.

Thank you for your payment and your support of HUB Cycling

B1 - 343 Railway St, Vancouver, B.C. V6A 1A4

*AP invoice:
process for
"code and approve" to Margaret Wittgens
Per Sandi Swanigan*

*ok (58)
code to:
GL 531360
cc 30410*

SPONSORSHIP AGREEMENT

THIS AGREEMENT is dated the 09 day of 05, 2018 (the "Effective Date")

BETWEEN:

CITY OF VANCOUVER, a municipal corporation continued under the *Vancouver Charter* with an office at 453 West 12th Avenue, Vancouver, British Columbia, V5Y 1V4

(the "City")

AND:

HUB CYCLING, a society formed under the laws of the Province of British Columbia with an office at 1-828 West 8th, Vancouver, British Columbia V5Z 1E3

(the "Recipient")

WITNESSES THAT WHEREAS:

- A. The Recipient is a society that organizes a mass participation public bike ride event in Vancouver, B.C. (the "Event") named "Bike The Night";
- B. The City supports health, fitness, and active transportation and wishes to sponsor the Event;
- C. On March 14, 2018 Vancouver City Council approved sponsorship to the Recipient to defray the costs the Recipient will incur to organize and run the Event; and
- D. The City and the Recipient wish to provide arrangements for and set out the terms and conditions that will govern the contribution of the Sponsorship Fee (defined below) and the Value-In-Kind Contribution (defined below).

NOW THEREFORE, the Parties agree as follows:

1. **Definitions.** The following definitions apply to this Agreement:

- (a) "Agreement" means this Sponsorship Agreement;
- (b) "City Personnel" means any and all of the officers, employees, agents, and elected and appointed officials of the City or the City of Vancouver's Board of Parks and Recreation;

- (c) **"Effective Date"** has the meaning given on the first page of this Agreement;
- (d) **"Event"** has the meaning given in Recital A to this Agreement;
- (e) **"Event of Default"** has the meaning set out in Section 5(a);
- (f) **"Official Mark"** or **"OM"** means the City of Vancouver logo, which is attached as Schedule A to this Agreement;
- (g) **"OM Licence"** means the rights granted to the Recipient under this Agreement for the use of the Official Mark;
- (h) **"OM Licence Term"** means the period from the Effective Date until either the termination of this Agreement pursuant to Section 5 or the end of the Event, whichever occurs first;
- (i) **"Sponsorship Fee"** means the funds set out in Section 2(a) that the City will transfer to the Recipient subject to the terms and conditions stated in this Agreement; and
- (j) **"Value-In-Kind Contribution"** has the meaning given to that term in Section 2(a).

2. Sponsorship.

- (a) Subject to the Recipient satisfying the conditions set out in this Agreement, including but not limited to Section 2(c), and the limitations set out in this Section 2(a), the City will contribute to the Recipient:
 - (i) a monetary sponsorship fee of up to \$15,000 (the **"Sponsorship Fee"**), which the Recipient will, in its sole discretion, use to defray costs that the Recipient incurs to organize and run the Event; and
 - (ii) a non-monetary, value-in-kind contribution of up to \$65,000 (the **"Value-In-Kind Contribution"**) of City-rendered services and funds to pay for third party-rendered services.

For clarity, the City and the Recipient acknowledge and agree that the Value-In-Kind Contribution will only be used for engineering or related pre-approved Vancouver Park Board services, including event permits, meter hooding, traffic signage, bike stands, water supply, and traffic control equipment such as barricades and delineators, and the traffic control services of the Vancouver Police Department. The City will determine, account for, and pay the total cost of the aforementioned engineering and traffic control services. If the total cost of the aforementioned engineering and traffic control services is less than \$65,000, then the City will send a cheque to the Recipient for the difference between that total cost and \$65,000 upon receiving an invoice or invoices from third parties to the Supplier for traffic management plan creation, professional

traffic management plan installation and removal, professional traffic management personnel, route management services, bike valet services, technical and route support supplies and services, water for ride participants, or resident and business notification mail costs associated with organizing and running the Event. The Recipient acknowledges and agrees that the City's total sponsorship contribution to the Event will be \$80,000, which is the total financial worth of the Sponsorship Fee and the Value-In-Kind Contribution.

- (b) Notwithstanding any other provision of this Agreement or oral or written communication between the City and the Recipient, the Recipient acknowledges and agrees that the Sponsorship Fee is the maximum that the City will transfer to the Recipient in respect of the Event and in no circumstances will the City be obligated to provide any amounts of money other than the Sponsorship Fee.
- (c) The City and the Recipient acknowledge and agree that the City will transfer the Recipient the Sponsorship Fee within 14 days of the receipt by the City of evidence, to the satisfaction of the City in its sole discretion, of the following:
 - (i) that the Recipient has applied to the relevant City department for the permits required to carry out the Event;
 - (ii) that, through the standard event approval process, the City has reviewed the Event plan and granted conditional approval to the Recipient to carry out the Event;
 - (iii) that the Recipient's budget for the Event is comprehensive and contains appropriate contingencies;
 - (iv) that the Event's sponsorship and funding acquisition plan can be realistically realized; and
 - (v) of the insurance of the Event to the satisfaction of the City.

3. Covenants of Recipient.

The Recipient covenants and agrees with the City as follows:

- (a) *Use of the Sponsorship Fee.*
 - (i) The Recipient will use the Sponsorship Fee to defray certain costs the Recipient incurs to organize and run the Event in accordance with the terms and conditions of this Agreement,
 - (ii) The Recipient may not transfer the Sponsorship Fee or any part of the Sponsorship Fee to a third party.

- (iii) The Recipient will return any portion of the Sponsorship Fee not used in accordance with this Agreement to the City upon written request from the City to the Recipient.

(b) *Accounting and Records.*

The Recipient will keep, or cause to be kept, accurate records pertaining to the Event and the use of the Sponsorship Fee, such records to be to the satisfaction of the City. At the request of the City, from time to time, the Recipient will make, or cause to be made, such records available for inspection and copying by the City. The City will comply with any statutory obligations the Recipient has with respect to privacy of such information.

(c) *Exclusivity*

The Recipient will not accept sponsorship for the Event from any municipality other than the City

(d) *Sponsorship Benefits*

The Recipient will ensure that the City's sponsorship is recognized through inclusion of the City's logo on event posters; in a minimum of two Bike the Night e-newsletters; on print advertising; and on the event website main page. The Recipient will also recognize the City in no less than five social media posts. The Recipient will invite, but not obligate, City staff and/or elected officials to speak at the media launch event and the pre-event outdoor celebration. The Recipient will permit the City to activate a space of a size at the City's discretion at the outdoor pre-event celebration and permit the City to install up to 4 additional large banners at the site's start location.

(e) *General.*

- (i) The Recipient will obtain all necessary licences, permits, and approvals required for the Event by applicable legislation, regulations, and bylaws.
- (ii) The Recipient will provide fifty paid entries to the Event to the City no less than seven days before the Event for the City to disburse at its sole discretion.
- (iii) No later than sixty days after the Event, the Recipient will deliver a written report, in a format determined by the City, to the City detailing all of the relevant details of the Event, including but not limited to planning, programming, participant demographics and exit surveys, and economic impact.

- (iv) The Recipient will not make any public announcements or publish any advertisements that mention the City's involvement with or sponsorship of the Event without the prior written consent of the City.
- (v) The Recipient will comply with the requirements of Schedule B to this Agreement.

4. Representations and Warranties. The Recipient represents and warrants to and covenants and agrees with the City as follows:

- (a) The Recipient has the full and complete power, authority, and capacity to enter into, execute, and deliver this Agreement.
- (b) This Agreement will be fully and completely binding upon the Recipient in accordance with its terms and the Recipient will perform all of its obligations under this Agreement in accordance with its terms.
- (c) The foregoing representations, warranties, covenants, and agreement will have force and effect notwithstanding any knowledge on the part of the City whether actual or constructive concerning the status of the Recipient with regard to any matter whatsoever.

5. Default, Refund of the Sponsorship Fee, and Termination.

- (a) Each of the following will constitute an "Event of Default":
 - (i) if the Recipient has provided false or misleading information in any communication with the City;
 - (ii) if the Recipient uses the Sponsorship Fee or any portion of the Sponsorship Fee for purpose other than for defraying the costs the Recipient incurs to organize and run the Event;
 - (iii) if the Recipient secures a sponsorship or publicly aligns itself with an entity that the City deems, in the City's sole discretion, to be inappropriate;
 - (iv) if, prior to the Event, Tracy Wilkins or Laura Jane cease their work with the Recipient, the Recipient does not immediately hire a consultant who is satisfactory to the City in the City's sole discretion to take over all of their Event-related duties;
 - (v) if, in the sole discretion of the City, prior to the Event the nature or details of the Event or the registration fee to partake in the Event substantially change;
 - (vi) if the Recipient is unable, in the reasonable opinion of the City, to complete the Event; or

- (v) if Recipient breaches any term or condition of this Agreement.
- (b) Effective upon notice of the occurrence of an Event of Default delivered by the City to the Recipient, the Recipient shall immediately repay the Sponsorship Fee to the City.
- (c) The City may terminate this Agreement at any time without cause by providing the Recipient with ten days' written notice. If the City terminates this Agreement pursuant to this Section 5(c), the Recipient will not be required to repay the City the Sponsorship Fee, but the City will not be required to provide the Recipient with the Value-In-Kind Contribution. For clarity, if the City terminates this Agreement pursuant to this Section 5(c), the OM Licence will terminate concurrently with this Agreement.

6. General.

- (a) *Amendments.* Any changes to the terms of this Agreement must be in writing and signed by both parties.
- (b) *Assignment.* No party will assign or transfer all or any part of this Agreement, or all or any of its rights under this Agreement, without the written consent of the other party, not to be unreasonably withheld.
- (c) *Compliance with Laws.* Each party will comply with all applicable laws, regulations, and order in performing its obligations and exercising its rights under this Agreement.
- (d) *Counterparts.* This Agreement may be executed in counterparts and each executed counterpart will be considered an original, and all executed counterparts together will constitute this Agreement. A signed copy of this Agreement may be delivered by email, fax, or other electronic transmission.
- (e) *Enurement.* This Agreement enures to the benefit of and is binding upon the parties and their respective successors and permitted assigns.
- (f) *Further Assurances.* Each party shall execute such further and other documents and instruments and do such further and other acts as may be necessary to implement and carry out the provisions and intent of this Agreement.
- (g) *Governing Law.* This Agreement will be governed by, and construed in accordance with, the laws of the Province of British Columbia and the laws of Canada applicable therein. Each of the parties agree to bring any action arising out of or related to this Agreement in a court of British Columbia and the parties hereby submit to the exclusive jurisdiction of the courts of British Columbia and any courts competent to hear appeals therefrom.
- (h) *Interest on Arrears.* Whenever any amount(s) of money owing under this Agreement by the Recipient to the City are not paid when payable, such

amount(s) will be considered to be in arrears and will bear interest at the rate of five percent (5%) above the Prime Rate per annum, calculated and compounded monthly not in advance, from the date payable until paid in full together with all such accrued interest.

- (i) *No Partnership.* Nothing in this Agreement makes any a party the partner, joint venture, agent, trustee, employee, or legal representative of the other party. Neither party has the authority to, and will not purport to, enter into any contracts on behalf of the other party or to bind or otherwise purport to act on behalf of the other party.
- (j) *Release and Indemnity.* The Recipient hereby releases, and agrees to indemnify and save harmless, the City and the City Personnel for and from any cost, claim, demand, complaint, judgment, or order for any Losses suffered, incurred or experienced by any person or entity, including, without limitation, the Recipient, the City, and the City Personnel in connection with, that arises out of, or that would not have been incurred but for this Agreement. This indemnity will survive the termination of this Agreement.
- (k) *Severability.* The invalidity of any paragraph of this Agreement will not affect any other paragraph of this Agreement, but this Agreement will be construed as if such invalid paragraph were omitted.
- (l) *Time of the Essence.* Time is of the essence in this Agreement.
- (m) *Vancouver Charter.* Nothing contained or implied herein will derogate from the obligations of the Recipient under any other agreement with the City or, if the City so elects, prejudice or affect the City's rights, powers, duties, or obligations in the exercise of its functions pursuant to the *Vancouver Charter* and the rights, powers, duties, and obligations of the City under all public and private statutes, by-laws, orders, and regulations, which may be, if the City so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the Recipient and the City.
- (n) *Waiver.* The Recipient acknowledges and agrees that no failure on the part of the City to exercise and no delay in exercising any right under this Agreement will operate as a waiver thereof nor will any single or partial exercise by the City of any right under this Agreement preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided will be cumulative and not exclusive of any other remedies provided by law and all remedies stipulated for the City herein will be deemed to be in addition to and not, except as herein expressly stated, restrictive of the remedies of the City at law or in equity.
- (o) *Notices.* Any notice, approval, or request required or permitted to be given under this Agreement will be in writing and may be given by delivering such notice, approval, or request to a representative of the party for whom it is

intended or by mailing such notice, approval, or request by prepaid registered mail from any post office in British Columbia and:

(i) in the case of the City, addressed to the address given on the first page of this Agreement with attention to the City Clerk and Sandi Swanigan; and

(ii) in the case of the Recipient, addressed to the address given on the first page of this Agreement with attention to Tracy Wilkins or at such other address as the parties may from time to time advise by notice in writing. Any such notice, approval or request will be deemed to have been received on the date of delivery of such notice, approval or request or, on the third business day next following the date of such mailing if mailed, provided that, if mailed, should there be, between mailing and the actual receipt of such notice, approval or request, a mail strike, slowdown or other labour dispute which might affect the delivery of such notice, approval or request, such notice, approval or request will only be effective if actually delivered.

[Balance of page Intentionally blank.]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective authorized signatories as of the date first written above.

CITY OF VANCOUVER

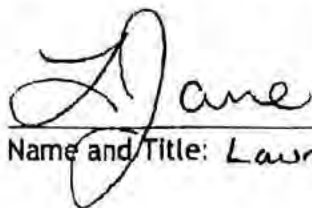
by its authorized signatory:

Name and Title: Jerry Dobrovoly, Chief Engineer/General Manager of Engineering Services

Name and Title: Francie Connell, Director of Legal Services

HUB CYCLING

by its authorized signatories:

A handwritten signature in cursive script, appearing to read "Laura Jane", written over a horizontal line.

Name and Title: Laura Jane, Acting Executive Director

SCHEDULE A



SCHEDULE B

RECIPIENT'S USE OF OFFICIAL MARK

OFFICIAL MARK

1. The City hereby grants to the Recipient, and the Recipient accepts, a royalty-free, non-exclusive, limited licence to use the Official Mark in connection with the Event, to disclose and promote the City's participation in the Event under this and in accordance with this Agreement.
2. The OM Licence will be effective during the OM Licence Term, unless terminated earlier pursuant to the provisions of this Agreement.
3. Except as expressly provided in this Agreement, the Recipient may not sublicense or assign the OM Licence, or otherwise grant any rights to use the Official Mark to any third party, and any such sublicense, assignment or grant without the prior written consent of the City will be null and void. The Recipient may request the City to grant it the right to sublicense to a wholly owned subsidiary, and the City will consider in good faith whether to consent to such sublicense, and the appropriateness of its terms, based on the relevant circumstances of the sublicense and the nature of the proposed sublicensee.

OWNERSHIP

4. Notwithstanding anything else in this Agreement, the Official Mark is and will remain the exclusive property of the City and all use thereof by the Recipient will enure exclusively to the benefit of the City. No rights, title or interest in or to the Official Mark is granted, nor will such rights to title or interest transfer at any time to the Recipient, other than a limited right to use the Official Mark pursuant to the terms of this Agreement.
5. The Recipient will not contest the validity, ownership or title to the Official Mark or any public notice thereof given by the Registrar of Trade-Mark, or the City's right to restrict or restrain the use of the Official Mark in any manner consistent with this Agreement.
6. The Recipient will not apply for or register any type of proprietary or other statutory rights for the Official Mark, or any trade-mark, corporate name, business name or trade name confusingly similar to the Official Mark.
7. The City will have the right to immediately remove from this Agreement the Official Mark if required by any legal process or proceedings, or the terms of settlement therefore. Upon receipt of notice from the City of such removal, the OM Licence will no longer include, and the Recipient will promptly cease all use of, such mark or Mark.

MANNER OF USE

8. The Recipient will use the Official Mark only in accordance with the standards and guidelines established or approved by the City in writing from time to time, which approval will not be unreasonably withheld. The Recipient will use the Official Mark without any other accompanying words or symbols unless it has received the prior written approval of the City. The Recipient will not vary the previously authorized manner of use

or presentation of the Official Mark without obtaining the prior written consent of the City.

9. The Recipient will, in advance of their use, provide to the City for its review and approval, in accordance with the Approval Protocol, as set out below:

- (a) samples of all of the Recipient's sales, marketing, advertising and promotional materials and products which contain the Official Mark; and
- (b) particulars of proposed media programs, web sites, interviews, and other marketing and advertising campaigns, in which reference to the Official Mark will, or will likely, be made,

to determine if they meet the standards and guidelines established or approved by the City. The City is not obligated to provide constant supervision or monitoring of the Recipient's sales, marketing, advertising or promotional activities.

10. The Recipient will have the right under the OM Licence to allow third party consultants and advertising agencies, marketing companies and similar organizations to use the Official Mark to prepare or assist in the preparation of the Recipient's sales, marketing, advertising and promotional materials and products, media programs, web sites, interviews, and other marketing and advertising campaigns, to the extent permitted under this Agreement, but for no other reason or purpose. All such third parties and their activities when using or dealing with the Official Mark must be supervised and controlled by the Recipient. All responsibility and liability for such third parties' unauthorized use of or wrongful acts respecting the Official Mark will be assumed fully by the Recipient.

11. The Recipient will use the Official Mark in compliance with all applicable laws, regulations and government requirements.

12. All use of the Official Mark by the Recipient will be accompanied by a notice indicating their official status and ownership by the City, in such form as required by the City.

13. The Recipient will not use during the OM Licence Term, for any purpose or in any way, any other trade-marks, brand names or other entertainment or exhibition identifiers so resembling the Official Mark, in the City's reasonable opinion, as to be likely to cause confusion or deception.

14. The OM Licence, and any City approvals given pursuant to this Agreement regarding any of the Recipient's sales, marketing, advertising and promotional materials and products, media programs, web sites, interviews, or other marketing and advertising campaigns, address and apply only with respect to the Official Mark.

TERMINATION

15. The City may at its option terminate the OM Licence Term immediately upon:

- (a) the Recipient's breach of any of the provisions of this Agreement and failure to cure such breach within seven days after written notice thereof by the City;
- (b) commencement of any action, claim or proceeding by the Recipient or any of its affiliates, contesting the validity or public notice of the Official Mark, or their ownership by the City; or
- (c) the Recipient ceasing to use the Official Mark.

16. Upon termination of this Agreement, the Recipient will promptly discontinue all use of the Official Mark, and thereafter never resume use of the Official Mark or any confusingly similar Mark and variations thereof, whether as part of a corporate, business or trade name or trade-mark.

UNAUTHORIZED USE

17. The Recipient will notify the City of any unauthorized use of the Official Mark by any person which it becomes aware of, and of any lawsuit or legal proceeding that is threatened or instituted by any person concerning the use of the Official Mark by the Recipient.
18. The Recipient will not communicate with any unauthorized user or infringer of the Official Mark without obtaining the prior written approval of the City. The City will have the exclusive right to institute legal proceedings against all unauthorized users and infringers of the Official Mark, including settlement thereof. The Recipient will have no right or claim to the proceeds of any such lawsuits or settlements. The City will have the sole right to determine whether or not to commence any legal proceedings against unauthorized users and infringers, and failure to commence any legal proceeding will not impose any liability upon the City or affect the Recipient's obligations under this Agreement. The Recipient will upon the request of the City, and at the City's expense, provide reasonable assistance to the City in the investigation of, and any legal proceedings related to, any such unauthorized use or infringement.

APPROVAL PROTOCOL

Proposed Materials

19. In each and every case, prior to making use hereunder of the Official Mark, the Recipient will submit in writing to the City, for its prior explicit written approval, an illustration of the use proposed (the "Proposed Materials").
20. In the event that the submission of samples of the Proposed Materials in form as they will be used is unduly burdensome or impracticable for the Recipient, it will provide the City with full photographic representations adequately depicting such Proposed Materials for the City's prior written approval. If the nature of the Proposed Materials is not reasonably suitable to be clearly depicted by photographic representations, then the Recipient will provide the City with representations of the Proposed Materials in a more appropriate alternate media and format, and using technology, which are acceptable to the City.
21. If the Recipient's request for approval of the Proposed Materials is not responded to by the City within three business days after the City has received the samples, or photographic or alternative media representations of the Proposed Materials from the Recipient, it may provide written notice to the City of such non-response. If the City still does not provide its decision to such proposed use within a further three business days following receipt of the Recipient's written notice of non-response, then approval will be

deemed to have been given for the Proposed Materials, as depicted by the submitted samples or photographic or alternative media representations.

22. The City reserves the right to withdraw for good cause any approval previously given for Proposed Materials, provided that if the Recipient is not in breach of this Agreement or the Sponsorship Agreement, then such withdrawal will not affect use of the Recipient's then existing supply of approved Proposed Materials, or otherwise cause the Recipient to lose the primary benefit of advertising and promotional campaigns for which the Recipient has incurred significant expenses.

Campaigns

23. The Recipient will submit to the City, for its prior written approval, full details of the nature, scope, timing and location of its proposed media programs, web sites, interviews, and other marketing and advertising campaigns, in which reference to the Official Mark will, or will likely, be made (collectively and individually the "Proposed Campaigns"), as soon as they become known before their proposed use. Representative samples of any Proposed Materials not previously approved which are part of the Proposed Campaigns will also be provided in accordance with the above procedure.
24. If the Recipient's request for approval of the Proposed Campaigns (including their Proposed Materials) is not responded to by the City within three business days after the City has received full details of the Proposed Campaigns (including their Proposed Materials) from the Recipient, it may provide written notice to the City of such non-response. If the City still does not provide its decision to such proposed use within a further three business days following receipt of the Recipient's written notice of non-response, then approval will be deemed to have been given for the Proposed Campaigns (including their Proposed Materials) as submitted.
25. The City reserves the right to withdraw for good cause any approval previously given for the Proposed Campaigns (including their Proposed Materials), provided that if the Recipient is not in breach of this Agreement or the Sponsorship Agreement, then such withdrawal will not affect the Proposed Campaigns which are then committed in the media, or otherwise cause the Recipient to lose the primary benefit of advertising and promotional campaigns for which the Sponsor has incurred significant expenses.

Finality of Decisions

26. The City's decisions concerning approvals of, or directions for, the Recipient's proposed or current use or manner of use, of the Official Mark in the Proposed Campaigns and Proposed Materials, are subject to its sole discretion and will be final.



Your **Cycling** Connection

INVOICE

604.558.2002
info@bikehub.ca
bikehub.ca



2018-49

Date: 24-May-18

To: City of Vancouver Engineering Department

Attn: Monika Prohl
monika.prohl@vancouver.ca

Re: **Workplace Cycling Workshop**

- 2 x Commuter Skills E-bike courses @ \$920 each = \$1,840	\$	2,135.00
- Additional testing \$295		
GST	\$	106.75
(GST Number: 874010119RT0001)		

Total Payable \$ 2,241.75

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.

After 30 days, a late payment fee of 5% may be charged.

To pay by credit card please call the office at 604-558-2002 between business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be applied.

Please contact **admin@bikehub.ca** for any accounting questions.

Thank you for your payment and your support of HUB Cycling

B1 - 343 Railway St, Vancouver, B.C. V6A 1A4



Your **Cycling** Connection

604.558.2002
info@bikehub.ca
bikehub.ca



2018-60

INVOICE

Date: 21-Jun-18

To: City of Vancouver

Attn: apinvoice@vancouver.ca

CC: Rachel Magnusson - rachel.magnusson@vancouver.ca

Re: **P.O.#: 4500581286**

Delivery of Active Transportation Education to students at four
Vancouver School Board elementary schools, as follows:

Bayview: May 15th, 22, 24, 25. 3 classes, grades 5-7

Cook: May 8th, 9th, 10th, 23rd 4 classes, grades 5-7

Carnarvon: May 4th, 7th, 8th, 10th. 4 classes, grades 6/7

Strathcona: June 11th-14th. 4 classes, grades 6/7

\$ 13,925.00

GST

(GST Number: 874010119RT0001)

Total Payable \$ 13,925.00

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.

After 30 days, a late payment fee of 5% may be charged.

To pay by credit card please call the office at 604-558-2002 between
business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be
applied.

Please contact **admin@bikehub.ca** for any accounting questions.

Thank you for your payment and your support of HUB Cycling

B1 - 343 Railway St, Vancouver, B.C. V6A 1A4



Your **Cycling** Connection

604.558.2002
info@bikehub.ca
bikehub.ca



2018-71

INVOICE

Date: 23-Jul-18

To: City of Vancouver
Engineering Services Department
5th Floor-507 West Broadway Vancouver, BC V5Z 0B4

Attn: APinvoice@vancouver.ca

CC: Rachel Magnusson, Engineering Services - Transportation Planning
rachel.magnusson@vancouver.ca

Re: **P.O.#: 4500582924**

Spring 2018 Bike to Work Week Regional Cycling Promotion Event.

COORDINATION AND DELIVERY OF 6 CITY OF VANCOUVER BIKE TO
WORK WEEK CELEBRATION STATIONS: Liaison with municipal staff, site
logistics and permitting, organization of prizing and bike repairs,
provision of beverages and snacks, volunteer coordination,
sponsorships, media liaison, station set-up, station hosting, reporting
(at calendar year end).

28/5/2018 Burrard / Pacific 0700-0930

28/5/2018 Commercial / Adanac 1600-1800

29/5/2018 Ontario / 37th 1600-1800

30/5/2018 Dunsmuir / Richards 0700-0930

30/5/2018 Seawall - Alder Bay Walk 1600-1800

1/6/2018 Arbutus Greenway / 10th 1600-1800

\$ 9,500.00

GST

(GST Number: 874010119RT0001)

Total Payable \$ 9,500.00

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.

After 30 days, a late payment fee of 5% may be charged.

To pay by credit card please call the office at 604-558-2002 between
business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be
applied.

Please contact admin@bikehub.ca for any accounting questions.

Thank you for your payment and your support of HUB Cycling

B1 - 343 Railway St, Vancouver, B.C. V6A 1A4



Your **Cycling** Connection

INVOICE

604.558.2002
info@bikehub.ca
bikehub.ca



2018-81

Date: 13-Sep-18

To: Vancouver Fire and Rescue Services
Fire Prevention Division
#306 - 456 West Broadway

Attn: Dept Contact Cyndi Vieira

Re: 4.5 hour Ride the Road training for staff on Thursday Sept 6th, 18

4.5 hour Ride the Road training for staff on Thursday Sept 6th, 2018	1,020
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GST	\$	51.00
(GST Number: 874010119RT0001)		

Total Payable \$	1,071.00
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Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.
After 30 days, a late payment fee of 5% may be charged.
To pay by credit card please call the office at 604-558-2002 between
business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be
applied.
Please contact **admin@bikehub.ca** for any accounting questions.
Thank you for your payment and your support of HUB Cycling

312 Main St, 2nd Floor, Vancouver, B.C. V6A 2T2

From: [Vieira, Cyndi](#)
To: [AP Central](#)
Subject: FW: HUB Cycling Invoice
Date: Thursday, September 13, 2018 4:14:06 PM
Attachments: [image001.png](#)
[HUB Cycling Invoice 18-81- Vancouver Fire and Rescue - 2018-09-13.pdf](#)

Please FI workflow to me for processing.

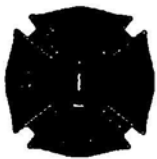
Thanks

From: Meers, Dave
Sent: Thursday, September 13, 2018 4:13 PM
To: Vieira, Cyndi
Cc: Renning, Rob
Subject: FW: HUB Cycling Invoice

Hi Cyndi,

Here is an invoice from a Cycling Safety Course that some of our Fire Inspectors took last week for the Fire Inspections Bike Team. This was approved by Chief Renning,

Dave Meers
Training Officer
LAFC 2584
Vancouver Fire and Rescue Services
Fire Prevention Division
#306 – 456 West Broadway
Vancouver, B.C. V5Y 1R3
Tel 604 665 6045



From: Jennifer Rai [<mailto:Jennifer.Rai@bikehub.ca>]
Sent: September 13, 2018 15:42
To: Meers, Dave
Cc: Alyshia Burak
Subject: HUB Cycling Invoice

Hello Dave,

Please see attached invoice for Ride the Road course.

Sincerely,

Jennifer Rai - Office Manager
HUB Cycling

We Have Moved!

312 Main St. 2nd Floor
Vancouver, BC V6A 2T2

Office Hours: Mon -Thurs 10 - 4

www.bikehub.ca

Twitter [@wearehub](https://twitter.com/wearehub) Facebook [wearehub](https://www.facebook.com/wearehub)





Your **Cycling** Connection

604.558.2002
info@bikehub.ca
bikehub.ca



18-104

INVOICE

Date: 5-Nov-18

To: City of Vancouver
Accounts Payable,
5th Floor-507 West Broadway Vancouver, BC V5Z 0B4

Attn: APinvoice@vancouver.ca

CC: Rachel Magnusson, Engineering Services - Transportation Planning
rachel.magnusson@vancouver.ca

Re: **P.O.#: 4500581286**

INVOICE: School-Based Active Travel Instruction per Services

Agreement #PS20180348

Price for first 2 classes in any one school: \$1,500 per class

Additional price after first 2 classes in any one school: \$275 per class

School	# Classrooms	Grades	Dates		
Kerrisdale	7	6/7	Sept 13, 20, 27, Oct 1, 4	\$	4,375.00
Florence	2	6/7	Sept 14, 17, 18, 19		
Nightingale				\$	3,000.00
Grandview	3	5/7	Sept 17, 18, 19, 24	\$	3,275.00
John Norquay	6	5/7	Sept 20, 26, 27, 28, Oct 3	\$	4,100.00
Renfrew	3	6/7	Sept 24, 25, 26, 27	\$	3,275.00
Mount Pleasant	2	5/7	Oct 1, 2, 3, 5	\$	3,000.00

As agreed with City of Vancouver staff, this invoice is being presented with a \$1000 "hold-back" which will be invoiced separately later in this calendar year after HUB Cycling provides data to City staff from pre- and post-course staff and student surveys

\$ (1,000.00)

GST

(GST Number: 874010119RT0001)

Total Payable \$ 20,025.00

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.

After 30 days, a late payment fee of 5% may be charged.

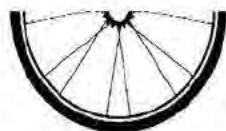
To pay by credit card please call the office at 604-558-2002 between business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be applied.

Please contact admin@bikehub.ca for any accounting questions.

Thank you for your payment and your support of HUB Cycling

312 Main St, 2nd Floor, Vancouver, B.C. V6A 2T2

INVOICE



604.558.2002
info@bikehub.ca
bikehub.ca

Date: Thursday, December 20, 2018

Invoice 18-110

To: The City of Vancouver

Attn: Rick Clark, Film and Special Events
rick.clark@vancouver.ca

Re: **HUB Cycling Bike the Night 2018**

Event Costs:

1. LaneSafe: Traffic Management - \$6,222.04
2. Valley Traffic Systems: Traffic Management - \$15,336.56
3. Valley Traffic Systems: Plan - \$472.50
4. Valley Traffic Systems: Plan - \$1307.25
5. Eric Chene: Route Specialist Consultant - \$4,200
6. Kent MacWilliam: Course Marshall - \$150
7. RunVan: Route Equipment - \$438.90
8. Whites LES: Tents, Megaphones - \$665.98
9. Paladin: Security - \$330.75
10. Binners Project: Recycling Services - \$615
11. Odessey: Medical - \$334.69
12. Go Wireless: Radios - \$448
13. Modo Car Share: Route Vehicles/Transportation - \$399.88
(\$91.18+\$308.70)
14. Moduloc: Fencing - \$1645.85
15. Doug Okero: Route Advisor - \$210
16. Sound and Lights: Stage/Power Start Line and Safety
Announcements - \$1295
17. West park: Lot Rental - \$7350
18. Pitstop: Portable Toilets - \$1454.45
19. UPS: Notification Letters - \$78.40
20. Patrick Stark: Notification Posters and Distribution - \$531.30
21. Dan Print: Notification Letters - \$99.13
22. Dan Print: Notification Letters - \$142.34
23. Dan Print: Route Signage - \$37.53
24. Facebook: Route Information - \$78.71

SubTotal	\$43,881.79
GST	\$0
(GST Number: 874010119RT0001)	

Total Payable	\$43,881.79
----------------------	--------------------

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.

Thank you for your payment and support of HUB Cycling



Your Cycling Connection



Your **Cycling** Connection

604.558.2002
info@bikehub.ca
bikehub.ca



INVOICE

18-116

Date: 6-Dec-18

To: City of Vancouver
Engineering Services Department
5th Floor-507 West Broadway Vancouver, BC V5Z 0B4

Attn: APinvoice@vancouver.ca

CC: Rachel Magnusson, Engineering Services - Transportation Planning
rachel.magnusson@vancouver.ca

Re: **P.O.#: 4500582924**

Fall 2018 Bike to Work Week Regional Cycling Promotion Event.

COORDINATION AND DELIVERY OF 6 CITY OF VANCOUVER BIKE TO WORK WEEK CELEBRATION STATIONS: Liaison with municipal staff, site logistics and permitting, organization of prize and bike repairs, provision of beverages and snacks, volunteer coordination, sponsorships, media liaison, station set-up, station hosting, reporting (at calendar year end).

29/10/2018 Dunsmuir / Richards 1600-1800

30/10/2018 Burrard / Pacific 0700-0930

31/10/2018 CVG / Victoria 1600-1800

02/11/2018 Ontario / 37th 0700-0930

\$2,000 for the first station each calendar year, \$1,500 each additional station in the same year. Six stations delivered and invoiced spring 2018, these 3 comprise the balance of HUB Cycling's 2018 BTWW service contract with the City of Vancouver.

\$ 4,500.00

GST

(GST Number: 874010119RT0001)

Total Payable \$ 4,500.00

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**. After 30 days, a late payment fee of 5% may be charged. To pay by credit card please call the office at 604-558-2002 between business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be applied.

Please contact admin@bikehub.ca for any accounting questions.

Thank you for your payment and your support of HUB Cycling

312 Main St, 2nd floor, Vancouver, B.C. V6A 2T2



Your **Cycling** Connection

604.558.2002
info@bikehub.ca
bikehub.ca



18-119

INVOICE

Date: 10-Dec-18

To: City of Vancouver
Accounts Payable,
5th Floor-507 West Broadway Vancouver, BC V5Z 0B4

Attn: APinvoice@vancouver.ca

CC: Rachel Magnusson, Engineering Services - Transportation Planning
rachel.magnusson@vancouver.ca

Re: **P.O.#: 4500581286**

**INVOICE: School-Based Active Travel Instruction per Services
Agreement #PS20180348**

School	# Classrooms	Grades	Dates
Kerrisdale	7	6/7	Sept 13, 20, 27, Oct 1,4
Florence	2	6/7	Sept 14, 17, 18,19
Nightingale			
Grandview	3	5/7	Sept 17, 18, 19, 24
John Norquay	6	5/7	Sept 20, 26, 27, 28, Oct 3
Renfrew	3	6/7	Sept 24, 25, 26, 27
Mount Pleasant	2	5/7	Oct 1, 2, 3, 5

As agreed with City of Vancouver staff, HUB Cycling's November 8 2018 (#18-104) for cycling education contract invoice was reduced by \$1000 as a "hold-back" to be paid after HUB Cycling provides final 2018 contract reporting. The report has been provided to Rachel Magnusson (c.c.ed on this invoice) and Justine Clift.

\$ 1,000.00

(GST Number: 874010119RT0001)

Total Payable \$ 1,000.00

Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**. After 30 days, a late payment fee of 5% may be charged. To pay by credit card please call the office at 604-558-2002 between business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be applied.

Please contact admin@bikehub.ca for any accounting questions.
Thank you for your payment and your support of HUB Cycling

312 Main St, 2nd Floor, Vancouver, B.C. V6A 2T2



Your **Cycling** Connection

INVOICE

604.558.2002

info@bikehub.ca

bikehub.ca

2019-36



Date: 29-May-19

To: City of Vancouver

Cc: Neal Klassen
Neal.Klassen@vancouver.ca

Re: **Semi-private e-bike course for 2 employees**

Semi-private e-bike course for 2 employees	350
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GST	\$	17.50
(GST Number: 874010119RT0001)		

Total Payable \$	367.50
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Payment due upon receipt of invoice. Cheques payable to **HUB Cycling**.

After 30 days, a late payment fee of 5% may be charged.

To pay by credit card please call the office at 604-558-2002 between business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be applied.

Please contact **admin@bikehub.ca** for any accounting questions.

Thank you for your payment and your support of HUB Cycling

312 Main St, 2nd Floor, Vancouver, B.C. V6A 2T2

From: [Klassen, Neal](#)
To: [AP Central](#)
Cc: [Matharu, Upkar](#)
Subject: Three Invoices
Date: Thursday, May 30, 2019 1:17:40 PM
Attachments: [HUB Cycling Invoice 19-36 - City of Vancouver - 2019-05-29.pdf](#)
[Aquascope Invoice.pdf](#)
[Metal Detector Invoice.pdf](#)
[image001.png](#)

Attached are three invoices for Workflow to Upkar

Aquascope Invoice and Metal Detector

Work Order: 1072697

Network # CEW1072697

The HUB invoice is for training for the Water Amabassadors.

Neal Klassen | Policy Analyst | Water Conservation

City of Vancouver | Engineering | Water Design

1100 - 450 S.W. Marine Drive (Marine Gateway)

Vancouver, BC V5X 0C3

Phone: 604.871.6379





Your **Cycling** Connection

604.558.2002
bikehub.ca



INVOICE

Date: June 6, 2019

Invoice 2019-44

To: **The City of Vancouver**
Engineering Services Department
5th Floor-507 West Broadway Vancouver, BC V5Z 0B4

Attn: **Accounts Payable** - APInvoice@Vancouver.ca
Cc: **Rachel Magnusson**
Engagement Lead, Transportation Planning
rachel.magnusson@vancouver.ca

Re: **P.O. #4500582924**

Invoicing for Spring 2019 Bike to Work Week Regional Cycling Promotion Event

**COORDINATION AND DELIVERY OF CITY OF VANCOUVER SPONSORED SPRING
2019 BIKE TO WORK WEEK CELEBRATION STATIONS:**

Liaison with municipal staff, site logistics and permitting, organization of prize and bike repairs, provision of beverages and snacks, volunteer coordination, sponsorships, media liaison, station set-up, station hosting, reporting (at calendar year end).

\$2,000 for the first station each calendar year, \$1,500 each additional station in the same year. Six stations delivered and invoiced spring 2019 (3 to deliver Fall 2019):

GST
(GST Number: 874010119RT0001)

Total Payable

\$ 9,500

Payment due upon receipt of invoice. Cheques payable to HUB Cycling. After 30 days, a late payment fee of 5% may be charged.
To pay by credit card please call the office at 604-558-2002 between business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be applied. Please contact admin@bikehub.ca for any accounting questions.
Thank you for your payment and your support of HUB Cycling

Invoice for Services & Expenses

Date Submitted: 6/12/2019

Invoice #: 2019-49

Name and Address:

Tracy Wilkins

HUB Cycling
312 Main St, (Room 229)
Vancouver BC V6A 2T2
604-558-2002

CRA: 87401 0119 RR 0001
GST Number: 874010119RT0001
Vancouver City Savings Credit Union Branch 26
100-5900 No 3 Rd Richmond BC V6X 3P7
Account/Beneficiary Name: HUB Cycling
Bank #: 809
Branch Transit #: 16460
Account #: 126961
Swift #: CTZNCA8V001

Re: Bike the Night Expenses
PO: 4500590567

City of Vancouver
attn: Geoff Teoli
Geoff.Teoli@vancouver.ca

Date	Description	Budget Item	# Hours/ Units of Pay	Hourly/ Unit Rate	Fees	5% GST (if applicable)	\$5,468.40
April 15-June 7	Tracy Wilkins Wages	5520 - SubContractor Fees -	s.21(1)		\$ 9,280.00	\$464.00	\$ 9,744.00
April 15-June 7	Erin O'Melinn Wages	5510 - SubContractor Fees -			\$ 5,208.00	\$260.40	\$ 5,468.40
April 15-June 7	Madeleine Service Wages	5530 - SubContractor Fees -			\$ 4,992.00	\$249.60	\$ 5,241.60
April 15-June 7	Erin Chene Wages	5540 - SubContractor Fees -			\$ 300.00	\$15.00	\$ 315.00
					\$ -	-	\$ -
					\$ -	-	\$ -
					\$ -	-	\$ -
Subtotal			643		\$ 19,780.00	\$989.00	
FEES TOTAL							\$ 20,769.00

Expense Date	Description	Budget Item	Receipt TOTAL	GST portion	GST 50%	Net Amount (for acctg)
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
subtotal			\$ -	\$ -	\$ -	\$ -
Expense Total						

INVOICE TOTAL \$20,769.00

To be paid within 30 days of invoice date.



Your **Cycling** Connection

604.558.2002
bikehub.ca



INVOICE

2019-51

Date: June 20, 2019

Re: **P.O. # 4500581286**
To: Accounts Payable, City of Vancouver
apinvoice@vancouver.ca

Cc: Project Officer: Rachel Magnusson
rachel.magnusson@vancouver.ca

Spring 2019 delivery of Active Transportation Education to students at 6 Vancouver School Board elementary schools.

HUB Cycling Course Delivery Costing per Agreement

- Price for first 2 classes in any one school: \$1,500 per class
- Additional price after first 2 classes in any one school: \$275 per class

Spring 2019 Instructional Schedule:

Sir Sandford Fleming Elementary	RTR AT April 30, May 6, 8, 13	5,6,7 4 113
G T Cunningham Elementary	RTR AT May 1, 2, 3 & 8	6,7 4 110
Laura Secord Elementary =		
** Counted as 2 schools due to large size.	RTR AT May 14, 15, 16, 21, 22	6,7 8 204
General Gordon Elementary	RTR AT May 28, 29, 30, 31	5,6,7 6 161
Tecumseh Elementary	RTR AT June 10, 11, 12 & 13	

Costing: Price for first 2 classes in any one school: \$1,500 per class
Additional price after first 2 classes in any one school (max 6 classes): \$275 per class

Sir Sandford Fleming Elementary - 4 classrooms = \$3550
G T Cunningham Elementary - 4 classrooms = \$3550
Laura Secord Elementary - 8 classrooms = \$7100 *billed as 2 x 4 classroom programs
General Gordon Elementary - 6 classrooms = \$4100
Tecumseh Elementary - 4 classrooms = \$3550
Total = \$21,850

As agreed with City of Vancouver staff in 2018, this invoice is being presented with a \$1000 "hold-back" which will be invoiced separately later in this calendar year after HUB Cycling provides data to City staff from pre- and post-course staff and student surveys.

Invoice amount for education organization and instruction at five schools, after \$1000 hold-back: **\$20,850**

GST: 0

(GST Number: 874010119RT0001)

Total Payable \$ 20,850.00



Your **Cycling** Connection

604.558.2002
bikehub.ca



Date: June 26, 2019

Invoice 2019-57

To: **The City of Vancouver**
Engineering Services Department
5th Floor-507 West Broadway Vancouver, BC V5Z 0B4

Attn: **Accounts Payable**
APInvoice@Vancouver.ca

Cc: **Rachel Magnusson**
Engagement Lead, Transportation Planning
Engineering Services
rachel.magnusson@vancouver.ca

Re: Spring 2019 Bike to Shop Cycling Promotion Events

Bike to Shop Days Events

The following activities were delivered as follows

Date: Saturday, June 1st

Time: 11-1pm

- One public Celebration Station for 2 hours at Granville Island market, Granville Bridge. HUB Cycling will organize permitting, staffing, snacks, music, prizing, free mechanic services, bike maps, and all other supplies for the station. Related engagement and promotion with City staff, Granville Island businesses, and Granville Island visitors.
- One guided ride to Granville Island. Guide will provide safety briefing, tips on how to carry items, explain some of Granville Island's end of trip facilities and shopping opportunities.

GST: \$0

[GST Number: 874010119RT0001]

Total Payable

\$ 3,500.00

Payment due upon receipt of invoice. Cheques payable to HUB Cycling. After 30 days, a late payment fee of 5% may be charged.

To pay by credit card please call the office at 604-558-2002 between business hours 10am and 4pm Monday to Thursday. A 3.5% fee will be applied. Please contact admin@bikehub.ca for any accounting questions.

Thank you for your payment and your support of HUB Cycling

Invoice for Services & Expenses

Date Submitted: 7/26/2019

Invoice #: 2019-62

Name and Address:

Tracy Wilkins

HUB Cycling
312 Main St, (Room 229)
Vancouver BC V6A 2T2
604-558-2002

CRA: 87401 0119 RR 0001
GST Number: 874010119RT0001
Vancouver City Savings Credit Union Branch 26
100-5900 No 3 Rd Richmond BC V6X 3P7
Account/Beneficiary Name: HUB Cycling
Bank #: 809
Branch Transit #: 16460
Account #: 126961
Swift #: CTZNCA8V001

Re: Bike the Night Expenses
PO: 4500590567

City of Vancouver
attn: Geoff Teoli
Geoff.Teoli@vancouver.ca

Date	Description	Budget Item	# Hours/ Units of Pay	Hourly/ Unit Rate	Fees	5% GST (if applicable)	\$2,685.38
June 10-July 26	Tracy Wilkins Wages	5520 - SubContractor Fees -	5.21(1)		\$ 5,452.00	\$272.60	\$ 5,724.60
June 10-July 26	Erin O'Melinn Wages	5510 - SubContractor Fees -			\$ 2,557.50	\$127.88	\$ 2,685.38
June 10-July 26	Madeleine Service Wages	5530 - SubContractor Fees -			\$ 2,520.00	\$126.00	\$ 2,646.00
June 10-July 26	Erin Chene Wages	5540 - SubContractor Fees -			\$ 1,000.00	\$50.00	\$ 1,050.00
June 10-July 26	Tom Skinner Wages	5540 - SubContractor Fees -			\$ 200.00	\$10.00	\$ 210.00
					\$ -	-	\$ -
					\$ -	-	\$ -
Subtotal			363		\$ 11,729.50	\$586.48	
FEEES TOTAL							\$ 12,315.98

Expense Date	Description	Budget Item	Receipt TOTAL	GST portion	GST 50%	Net Amount (for acctg)
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
					\$ -	-
subtotal			\$ -	\$ -	\$ -	\$ -
Expense Total						

INVOICE TOTAL **\$12,315.98**

To be paid within 30 days of invoice date.



Your Cycling Connection

604.558.2002
bikehub.ca



INVOICE

Date: October 29, 2019

2019-75

Re: **P.O. # 4500582924**
To: Accounts Payable, City of Vancouver
apinvoice@vancouver.ca

Cc: Project Officer: Rachel Magnusson
rachel.magnusson@vancouver.ca

Fall 2019 Bike to Work Week Vancouver Metro Region Cycling Promotion Event - Vancouver Celebration Stations

COORDINATION AND DELIVERY OF 3 CITY OF VANCOUVER SPONSORED FALL
2019 BIKE TO WORK WEEK CELEBRATION STATIONS:

Liaison with municipal staff, site logistics and permitting, organization of prize and bike repairs, provision of beverages and snacks, volunteer coordination, sponsorships, media liaison, station set-up, station hosting, reporting (at calendar year end).

22/10/2019 Burrard and Pacific 0700-0930
23/10/2019 CVG/Victoria 0630-0900
25/10/2019 Ontario and 5th 0700-0930

\$2,000 for the first station each calendar year, \$1,500 each additional station in the same year. Six stations delivered and invoiced spring 2019 (6 stations invoiced spring 2019):

3 Total Celebration Stations = \$4,500.

GST: 0

(GST Number: 874010119RT0001)

Total Payable

\$ 4,500.00

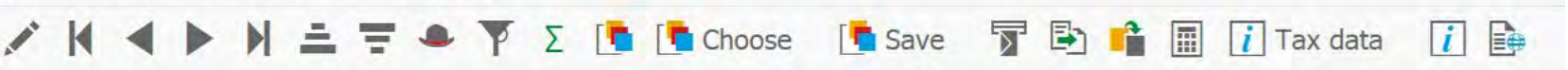
CITY OF VANCOUVER

FOI 2020 - 513

Funds Expended by City of Vancouver to Hub Cycling for the years 2017 - 2019

Note: Statement of Financial Information is compiled based on year that item is paid

For 2017			
Invoice Date	Reference	Amount	EFT Payment Date
1/5/2017	RTS11745 16DEDC14	22,500.00	2017/01/06
2016/08/16	16-095	4,000.00	2017/03/29
2017/06/07	17-65	9,500.00	2017/06/16
2017/06/01	17-62	11,640.00	2017/07/05
2017/07/12	17-80	2,500.00	2017/08/02
2017/08/14	17-83	30,000.00	2017/08/30
2017/10/04	17-95	4,145.00	2017/11/03
2017/11/03	17-101	4,500.00	2017/11/22
	Total	88,785.00	
		Reported in SOFI	
	Vendor Invoices	43,785.00	
	Grants	45,000.00	
	Total	88,785.00	
For 2018			
Invoice Date	Reference	Amount	EFT Payment Date
2018/01/09	RTS11745 16DEC14	22,500.00	2018/01/12
2017/12/14	17-115	31,332.71	2018/01/12
2018/03/14	2018-15	2,500.00	2018/03/28
2018/05/10	2018-42	15,000.00	2018/06/15
2018/05/24	2018-49	2,241.75	2018/07/13
2018/06/21	2018-60	13,925.00	2018/07/25
2018/07/23	2018-71	9,500.00	2018/09/14
2018/09/13	2018-81	1,071.00	2018/09/21
		98,070.46	
		Reported in SOFI	
	Vendor Invoices	98,070.46	
For 2019			
Invoice Date	Reference	Amount	EFT Payment Date
2018/12/20	18-110	43,881.79	2019/01/11
2018/11/05	18-104	20,025.00	2019/01/18



c.Type : ZF (EFT Payment Posting) Normal document
 c. Number 2000962747 Company Code 2000 Fiscal Year 2017
 c. Date 2017/01/06 Posting Date 2017/01/06 Period 01
 Calculate Tax ☐
 c. Currency CAD
 Payment Run ID 2017/01/06 - EFT

PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
25	9200			118152	HUB Cycling	22,500.00	
50	9200			110001	BOM GENERAL	22,500.00-	



Doc.Type : ZF (EFT Payment Posting) Normal document					
Doc. Number	2000974592	Company Code	2000	Fiscal Year	2017
Doc. Date	2017/03/29	Posting Date	2017/03/29	Period	03
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	CAD				
Payment Run ID	2017/03/29 - EFT				

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
1	25				118152	HUB Cycling	4,000.00	
2	50	9200			110001	BOM GENERAL	4,000.00-	

Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2000987435 Company Code 2000 Fiscal Year 2017

Doc. Date 2017/06/16 Posting Date 2017/06/16 Period 06

Calculate Tax ☐

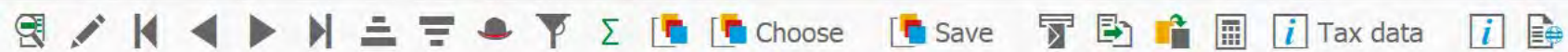
Doc. Currency CAD

Payment Run ID 2017/06/16 - EFT

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
1	25	9200			118152	HUB Cycling	9,500.00	
2	50	9200			110001	BOM GENERAL	9,500.00-	



Document Overview - Display



Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2000990230 Company Code 2000 Fiscal Year 2017

Doc. Date 2017/07/05 Posting Date 2017/07/05 Period 07

Calculate Tax ☐

Doc. Currency CAD

Payment Run ID 2017/07/05 - EFT

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
1	25	9200			118152	HUB Cycling	11,640.00	
2	50	9200			110001	BOM GENERAL	11,640.00-	



Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2000994705 Company Code 2000 Fiscal Year 2017

Doc. Date 2017/08/02 Posting Date 2017/08/02 Period 08

Calculate Tax ☐

Doc. Currency CAD

Payment Run ID 2017/08/02 - EFT

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
1	25				118152	HUB Cycling	2,500.00	
2	50	9200			110001	BOM GENERAL	2,500.00-	



Document Overview - Display



Choose

Save

Tax data

Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2000998632 Company Code 2000 Fiscal Year 2017

Doc. Date 2017/08/30 Posting Date 2017/08/30 Period 08

Calculate Tax ☐

Doc. Currency CAD

Payment Run ID 2017/08/30 - EFT

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
1	25				118152	HUB Cycling	30,000.00	
2	50	9200			110001	BOM GENERAL	30,000.00-	



Document Overview - Display



Choose

Save

Tax data

i

i

Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2001011659 Company Code 2000 Fiscal Year 2017

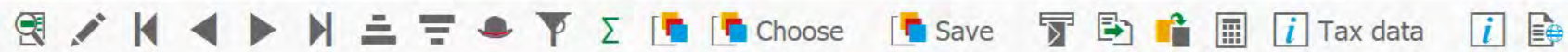
Doc. Date 2017/11/03 Posting Date 2017/11/03 Period 11

Calculate Tax ☐

Doc. Currency CAD

Payment Run ID 2017/11/03 - EFT

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
1	25	9200			118152	HUB Cycling	4,145.00	
2	50	9200			110001	BOM GENERAL	4,145.00-	



Doc.Type : ZF (EFT Payment Posting) Normal document					
Doc. Number	2001013936	Company Code	2000	Fiscal Year	2017
Doc. Date	2017/11/22	Posting Date	2017/11/22	Period	11
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	CAD				
Payment Run ID	2017/11/22 - EFT				

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
1	25	9200			118152	HUB Cycling	4,500.00	
2	50	9200			110001	BOM GENERAL	4,500.00-	



Document Overview - Display



Doc.Type : ZF (EFT Payment Posting) Normal document					
Doc. Number	2001022688	Company Code	2000	Fiscal Year	2018
Doc. Date	2018/01/12	Posting Date	2018/01/12	Period	01
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	CAD				
Payment Run ID	2018/01/12 - EFT				

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
1	25				118152	HUB Cycling	31,332.71	
2	25	9200			118152	HUB Cycling	22,500.00	
3	50	9200			110001	BOM GENERAL	53,832.71-	



Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2001034211 Company Code 2000 Fiscal Year 2018

Doc. Date 2018/03/28 Posting Date 2018/03/28 Period 03

Calculate Tax ☐

Doc. Currency CAD

Payment Run ID 2018/03/28 - EFT

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
1	25				118152	HUB Cycling	2,500.00	
2	50	9200			110001	BOM GENERAL	2,500.00-	



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Tax data



Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2001047641 Company Code 2000 Fiscal Year 2018

Doc. Date 2018/06/15 Posting Date 2018/06/15 Period 06

Calculate Tax ☐

Doc. Currency CAD

Payment Run ID 2018/06/15 - EFT

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Doc. Date 2018/07/13 Posting Date 2018/07/13 Period 07

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Doc. Currency CAD

Payment Run ID 2018/07/13 - EFT

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Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2001053628 Company Code 2000 Fiscal Year 2018

Doc. Date 2018/07/25 Posting Date 2018/07/25 Period 07

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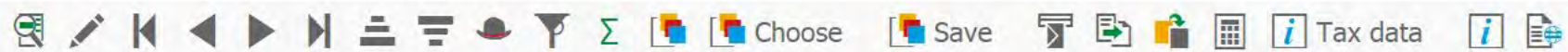
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Doc. Number 2001062199 Company Code 2000 Fiscal Year 2018

Doc. Date 2018/09/14 Posting Date 2018/09/14 Period 09

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Doc. Currency CAD

Payment Run ID 2018/09/14 - EFT

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Doc.Type : ZF (EFT Payment Posting) Normal document

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Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2001080464 Company Code 2000 Fiscal Year 2019

Doc. Date 2019/01/11 Posting Date 2019/01/11 Period 01

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Doc. Currency CAD

Payment Run ID 2019/01/11 - EFT

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1	25				118152	HUB Cycling	43,881.79	
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Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2001081289 Company Code 2000 Fiscal Year 2019

Doc. Date 2019/01/18 Posting Date 2019/01/18 Period 01

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Doc. Currency CAD

Payment Run ID 2019/01/18 - EFT

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Doc.Type : ZF (EFT Payment Posting) Normal document

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Doc. Date 2019/06/21 Posting Date 2019/06/21 Period 06

Calculate Tax ☐

Doc. Currency CAD

Payment Run ID 2019/06/21 - EFT

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Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2001109120 Company Code 2000 Fiscal Year 2019

Doc. Date 2019/07/19 Posting Date 2019/07/19 Period 07

Calculate Tax ☐

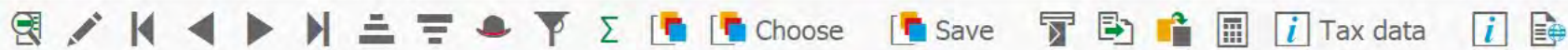
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Payment Run ID 2019/07/19 - EFT

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Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2001112949 Company Code 2000 Fiscal Year 2019

Doc. Date 2019/08/09 Posting Date 2019/08/09 Period 08

Calculate Tax ☐

Doc. Currency CAD

Payment Run ID 2019/08/09 - EFT

Itm	PK	BusA	Cost Ctr	Order	Account	Account short text	Amount	Text
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Document Overview - Display



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Doc.Type : ZF (EFT Payment Posting) Normal document

Doc. Number 2001127598 Company Code 2000 Fiscal Year 2019

Doc. Date 2019/11/15 Posting Date 2019/11/15 Period 11

Calculate Tax ☐

Doc. Currency CAD

Payment Run ID 2019/11/15 - EFT

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1	25	9200			118152	HUB Cycling	4,500.00	
2	50	9200			110001	BOM GENERAL	4,500.00-	

December 22, 2016

Ms. Alyshia Burack, Bike Education Program Manager
HUB Cycling
1-828 W 8th Ave, Vancouver BC
V5Z 1E2

Dear Alyshia:

RE: 2016 Greenest City Fund Grant Allocations

PLEASE READ AND KEEP THIS DOCUMENT FOR YOUR RECORDS

We are pleased to inform you that on December 14, 2016 Vancouver City Council approved a Greenest City Fund grant of \$45,000 over two years to your organization for the "Bike Host & training program" project. The first half of this grant will be deposited directly into the account identified by your organization on Friday January 6, 2017. The second and final instalment will be deposited on Friday January 5, 2018. If you have received any updates regarding funding as per Section F "Revenue" of your Greenest City Fund grant application please forward those updates to us.

Please be reminded that recipients will be expected to provide quarterly check-in reports via email and complete a project-end final report. A final report template will be provided.

Grant recipients are requested to acknowledge the City's funding contribution in their relevant published materials (electronic and print). Please request a copy of the City's logo at angela.danyluk@vancouver.ca if you have not received it in previous years.

If you have any questions or concerns about the disbursement schedule, please do not hesitate to contact me at 604.871.6619.

Best regards,

Angela Danyluk
Sustainability Specialist

*tel: 604.871.6619
angela.danyluk@vancouver.ca*

Field of Interest Grants Full Proposal

[Section A](#) : [Section B](#) : [Section C](#) : [Section D](#) : [Section E](#) : [Expenditure](#) : [Revenue](#) : [Terms & conditions](#)

Section A: Granting Program & Grant Type

Granting Program: Health and Social Development
Grant Type: Test

Section B: Confirmation of Qualified Donee Status

☒ I confirm that I have read the general funding guidelines and/or completed the eligibility quiz and believe that both my organization and project are eligible for Vancouver Foundation funding

What type of Qualified Donee is your organization?

Registered Charity #: 874010119RR0001

Section C: Applicant Organization

Applicant / Qualified Donee Organization's Legal Name

HUB Cycling

Operating Name (if different from above)

HUB Cycling

Address: 1 - 828 W 8th Ave , Vancouver BC V5Z 1E2

Email: info@bikehub.ca

Telephone: 604-558-2002

Website: bikehub.ca

Executive Director/Senior Staff Person at Applicant/Qualified Organization (with signing authority)

Name: Ms. Erin O'Melinn

Email: erin@bikehub.ca

Telephone: 604-558-2002

Title: Executive Director

Board Chair/Board President/Council Representative at Applicant/Qualified Organization (with signing authority)

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Name: Mr. Alexander Clarkson
Email: president@bikehub.ca Telephone: 604-558-2002
Title: President

Project Contact at Applicant/ Qualified Donee Organization

Name: Mx. Scout Gray
Email: scout@bikehub.ca Telephone: 604-558-2002
Title: Bike Education Program Manager

Organization Profile

Please provide a brief statement for the Applicant/Qualified Donee Organization

HUB Cycling is applying for this grant in partnership with the Immigrant Services Society of BC. HUB is a not-for-profit established in 1998 to address urban cycling issues for committed cyclists in Greater Vancouver. HUB has since grown substantially and expanded our focus to getting more people cycling more often through education, encouragement and events. We are the region's only membership-based organization focused solely on promoting cycling as a regular form of city transportation for all our region's residents.

HUB has educated thousands of children and adults and engaged and encouraged thousands more to try cycling through courses in schools, community centres, and workplaces, as well as broad events such as Bike to Work and Bike to School Weeks. When there are opportunities, HUB partners with social service providers such as neighbourhood houses and immigrant serving organizations to provide specialized cycling orientation and instruction to target groups who can most benefit from access to cycling for urban transportation.

The Immigrant Services Society of BC is one of Vancouver's major settlement agencies, with strong connections to Vancouver's immigrant and refugee communities. HUB has partnered with the ISSofBC orienting newcomers to cycling for more than 5 years, and HUB's Director of Programs previously worked as a senior ISSofBC staff member and also supported all BC immigrant serving agencies as an employee of the provincial association (AMSSA)

Section D: Intermediary Organization

Intermediary Organization's Legal Name

Operating Name (if different from above)

Address: , BC
Email: Telephone:
Website:

Project Contact at Intermediary Organization

Name:
Email: Telephone:
Title:

Intermediary Organization Profile

Please provide a brief profile or purpose statement for the Intermediary Organization

Section E: Project Details

Which broad outcome is your project working towards primarily?

People enjoy levels of health and well-being achievable by addressing social determinants

Working title for the project

Vancouver Newcomer Bike Host Program

Anticipated Project Start Date 2 / 2017

Anticipated Project End Date 10 / 2018

What is the social system you are working within that you would like to change or influence? What is the systemic issue or social challenge within this system that you want to address?

This project will improve immigrant and refugee social connectedness, and mental and physical well-being. Settlement and integration into a new country and culture is very challenging and socially isolating unless newcomers seek out "ethnic neighbourhoods" in which they live without integrating into broader society. This period also presents many mental health challenges related to loss of social and professional status, financial depletion, cultural unfamiliarity, and inter-generational conflict. Research demonstrates that when people first arrive in Canada they are physically healthier on average than those born in Canada - a pattern known as the Healthy Immigrant Effect - but newcomer physical and mental health deteriorates after immigration due in part to decreased levels of physical activity and social participation.

HUB and the ISSofBC will replicate Toronto's CultureLink newcomer bike host program (<http://www.culturelink.ca> - "Bike Host: Building mobility and community through cycling mentorship") in Vancouver to address these issues for participating newcomers. Research indicates that immigrant and refugee newcomer populations, which tend to be lower income and/or visible minority, experience higher barriers to cycling for transportation than the general population and hence don't experience its benefits. Barriers can include cultural unfamiliarity, lack of practical cycling knowledge, and unfamiliarity with cycling networks and amenities.

This HUB-ISSofBC program will overcome newcomer barriers to cycling by recruiting recent immigrants and refugees resident in Vancouver, providing them with city cycling instruction, and matching them with local "host" volunteers who are interested in cycling. Bike hosts will be recruited through HUB's affinity networks, and matched with newcomers through the ISSofBC's existing Host Program systems to spend organized time orienting newcomers to Vancouver's cycling routes, rules, and culture - and to have fun exploring Vancouver neighbourhoods by bike. Newcomers will become familiar with Vancouver cycling rules, cultural norms, routes, events and amenities including the City of Vancouver's Mobi bike share service.

It is the premise of HUB and the ISSofBC that increased activity and community interaction from Bike Host participation will benefit newcomers' physical and mental well-being. Additionally newcomers will feel decreased social isolation directly from engagement with their bike hosts, and more generally from community connections made when cycling through Vancouver neighbourhoods and participating in cycling-focussed cultural activities. Newcomers may also realize lower barriers to economic participation, as cycling provides low-cost transportation for work. HUB will work with SFU-based academic evaluators to test these premises relative to wellness and community connectedness social determinants. This will be compared with Toronto bike host outcomes.

Summarize the social innovation project. How will this project influence systemic change towards the broad outcome you've selected?

Cycling, in addition to being more environmentally sustainable than most other transportation forms, is broadly beneficial to most individuals for providing affordable transportation, community and economic participation, and physical and mental wellness. HUB Cycling recognizes from our experience and independent research that immigrant and refugee populations which cycled in their countries of origin face barriers to cycling when settling into Canadian / US urban settings (see below).

HUB and the ISSofBC appreciate the social innovation demonstrated by the CultureLink bike host program in familiarizing newcomers with urban cycling in the Toronto context, and will replicate that program's positive impacts for Vancouver newcomers. The City of Vancouver itself is undergoing systemic change regarding transportation routes, modes and priorities with the goal of increasing the proportion of urban trips made by bicycle.

The Vancouver Newcomer Bike Host Program will augment broader change in Vancouver active transportation by bringing real-life knowledge about urban cycling skills, rules, resources, practices and culture to immigrants and refugees. This will be achieved through this HUB-ISSofBC partnership, and through engagement with other Vancouver immigrant service providers to build on previous HUB projects including our 2016 Greenest City project which better informed Vancouver immigrant settlement workers about cycling for urban transportation.

What research or other evidence are you using to inform the development and implementation of this innovation?

HUB is working with Stephanie Sersli, a Health Sciences SFU PhD student, whose research investigates cycling education/encouragement outcomes. She is currently evaluating HUB's school-based bicycle pilot program. Stephanie is advising HUB about academically rigorous processes for describing interventions and behaviour change techniques, evaluating outcomes, as well as informing HUB about relevant research in other jurisdictions.

Research about transportation cycling trends for urban population groups, and about evaluating outcomes of cycling-related interventions for various groups, is early in its development. Research from Australia, which closely parallels Canada's urban environments and migrant populations, has demonstrated that "despite a significant number of migrants ... with origins in places where cycling is a common mode of transport ... a large number of newly arrived and marginalised migrants and refugees are less likely to engage in cycling". The authors (Siew Fang Law, Wally Karnilowicz, Community and Applied Social Psychology 2015) found that compared with the general population, migrant populations didn't understand cycling in Australia as accessible and beneficial.

The Toronto Bike Host's evaluation (written by George Liu at York University) initial results indicate that the program's approach to immersing newcomers into cycling rules and culture results in statistically significant increases in bicycling as well as positive attitude change.

What are your anticipated outcomes for the project (short, medium, and long term)?

Vancouver Newcomer Bike Host Program

Short-Term Outcomes:

- * Physical and logistical Infrastructure is developed at ISSofBC Office, linking with HUB expertise, for delivery of Host Program activities focussed on urban cycling.
- * Targeted recruitment attracts immigrant and refugee newcomers (arrived within last 3 years) who may best benefit from Bike Host participation.
- * Targeted recruitment attracts motivated volunteer hosts who are longer-term Canadian residents with knowledge and passion about cycling in Vancouver.
- * Framework is developed for delivery of orientation and training to participants, and to make and support Bike Host match activities

(3 months per match).

* Framework is developed for Newcomer Bike Host Program evaluation which identifies social connectedness outcomes, as well as health and wellness benefits, and actual / intended transportation behaviour change.

Medium-Term Outcomes:

- * Processes completed to make 30 Bike Host matches in April 2016, and 30 more in August 2016 (replicated for 2017). The number of matches could be higher if other program funders are confirmed - eg: TransLink - to expand program capacities.
- * Recruitment includes recently arrived refugees from Syria and other countries, low-income immigrant families, refugee single men in DTES SRO's, youth involved in leadership programs (eg: MyCircle).
- * All participants are well-prepared to participate in the program due to effective program orientations, and newcomers are further prepared by participating in HUB city cycle training.
- * Each wave of Bike Host matches (individual and family matches) is flexibly and effectively supported so that newcomers and host volunteers have positive experiences and maintain active host matches for at least the 3-month target period. Supports include suggested and supported match activities (eg: sight-seeing and exploration, cycle way-finding), and organized group activities (eg: destination picnics, large group rides).
- * Host Program participants use the program bike fleet for activities near the ISSofBC office, and Mobi bike share bikes in areas of Vancouver where Mobi stations are located (eg Seawall, downtown).
- * Through surveys and interviews, evaluative data is collected about the impacts of the Newcomer Bike Host Program from all program participants at key intervals for program evaluation, and for comparison with parallel evaluations in Toronto and other jurisdictions.

Long-Term Outcomes:

- * Majority of matches produce positive host program relationships and sustained activities for 3-month period.
- * Newcomer participants report increased knowledge about and city cycling, increased willingness to cycle for social, health and transportation reasons, and increased social connectedness as well as physical and mental well-being.
- * Program evaluation is academically rigorous, and is shared with and informs parallel programs and evaluations in other jurisdictions.

ProjectTimeline

Timeline	Key Steps	Person Responsible
March 2017	Establish systems, purchase / install bike fleet at ISSofBC office, develop program / recruitment strategies and materials, organize Bike Host resources and activities. Develop program logic model and evaluation frameworks.	Timothy Welsh - HUB Cycling Thea-Lynne Fiddick - ISSofBC Stephanie Sersli, SFU NOTE: HUB and ISSofBC anticipate hiring new staff to work on this program.
April 2017	Recruit and implement first 40 Newcomer Bike Host Program matches. Provide initial orientation, newcomer cycling courses, support initial match activities.	Timothy Welsh - HUB Cycling Thea-Lynne Fiddick - ISSofBC
May-June 2017	Ongoing support for first 40 Newcomer Bike Host matches, organize match-specific and group activities for program participants. Recruit for second wave of program matches.	Timothy Welsh - HUB Cycling Thea-Lynne Fiddick - ISSofBC
July 2017	Make second wave of 20 Newcomer Bike Host matches, initial orientations, newcomer cycle training. Follow-up supports and evaluation with first wave of program participants.	Timothy Welsh - HUB Cycling Thea-Lynne Fiddick - ISSofBC Stephanie Sersli, SFU

August-September 2017	Ongoing support for second wave of 20 Newcomer Bike Host matches, match-specific and group activities. Compile and analyze data from first wave evaluation.	Timothy Welsh - HUB Cycling Thea-Lynne Fiddick - ISSofBC Stephanie Sersli, SFU
October 2017	Wrap up of organized 2017 Bike Host matches. Follow-up supports and evaluation with first wave of program participants. Compile evaluation outcomes, inter-agency assessment of first year delivery, planning for year 2 delivery.	Timothy Welsh - HUB Cycling Thea-Lynne Fiddick - ISSofBC Stephanie Sersli, SFU
REPEAT TIMELINE FOR SAME MONTHS IN 2018.	REPEAT KEY STEPS FOR SAME MONTHS IN 2017.	
May-July 2018	One-year follow up evaluation for 2017 program participants.	Timothy Welsh - HUB Cycling Thea-Lynne Fiddick - ISSofBC Stephanie Sersli, SFU

Why do you believe there is readiness for the social innovation at this time? How is the system/policy environment receptive and capable of supporting or integrating the innovation?

HUB has delivered ad-hoc cycling education for newcomers through settlement organizations for the past 6 years. While these courses are consistently very well received, they are not sufficient to bridge many newcomers, especially novice female riders, into regular city cycling. HUB and the ISSofBC see this Bike Host partnership as a way to offer something with greater impact that affects more individual and systemic change.

The City of Vancouver has progressive and ambitious targets to be an increasingly green city, which includes increasing the number of people biking to get around town. As Canada maintains / increases its reception of immigrants and refugees, newcomers will continue to settle in the City of Vancouver and want to / be expected to adapt to Vancouver trends. Recent intense refugee flows have brought to Vancouver newcomers with additional barriers to integration including PTSD and physical impairments, the federal government is now emphasizing the need to provide long-term supports for their wellness and integration.

All of these factors play together to present excellent timing to try the Newcomer Bike Host Program model in Vancouver. For refugees in particular, cycling can aid mental well-being and social connectedness. For other lower income newcomers, the program can boost their cultural understanding and integration into a "green" Vancouver while providing low cost healthful transportation to offset other high costs of Vancouver living.

Innovation is inherently risky. What are the risks associated with this project? What processes will you put into place to recognize and respond to these risks?

The risks and responses for this project are:

Low interest, recruitment / participation of newcomer participants: 1) Reach out to ISS's previous and current clients resident in Vancouver, for whom ISS has profile and contact information; 2) engage with and recruit from immigrant and refugee youth programs; 3) provide recruitment information to other Vancouver immigrant service providers including the Settlement Workers in School program, 4) varied bikes available including an adaptive trike for disabled youth.

Low interest, poor recruitment of host volunteers interested in cycling: 1) HUB will reach out to our ~2,000 membership, ~20,000 contact list, and other lists such as Bike to Work Week participants to recruit; 2) The Bike Doctor, a large Vancouver bike retailer, will recruit participants from their customer base - and the Program will approach other bike retailers to do the same.

Communication Barriers: 1) Volunteer hosts will be matched with newcomers by language knowledge where possible; 2) newcomers

with higher English skills will be matched with English speaking volunteers.

Risk of injury: 1) All participants will receive orientation and /or training, and will commit in writing to certain safety practices (eg: helmets); safe cycling routes will be selected for early matches / lower skilled cyclists, and some events will be in parks so children can ride safely; 3) HUB Cycling has a strong insurance policy for cycling courses and organized rides

How will the people affected by the systemic issue be involved in the implementation and evaluation of the social innovation?

HUB's courses for newcomers are based on years of engagement with immigrant service providers in Greater Vancouver who directly serve newcomer communities, many of whom are themselves immigrants or refugees. In Spring 2016 HUB hosted focus groups for staff from numerous Vancouver settlement agencies which generated dynamic discussions about newcomers and cycling, and the idea of a Bike Host-type project was voiced numerous times.

The ISSofBC's general Host Program, among Canada's oldest, is continuously modified to be effective for changing newcomer groups. Evaluative feedback from both newcomers and hosts inform ISS's Host Program design. HUB and the ISSofBC will adapt Bike Host program implementation based on immediate and ongoing feedback from all participants.

To inform directions and share knowledge a formal evaluation of program activities and benefits will be designed and administered by SFU researchers. The evaluation will take place in two parts:

- * Researchers will collect quantitative information about travel behaviours before, during, and after Bike Host matches. This data can be compared with similar outcomes collected in Toronto to investigate the core elements of what promotes behaviour change .
- * HUB will recruit multi-lingual students and volunteers to collect qualitative data in the form of informal interviews in participant languages. Their stories will be used to inform future decisions about program target groups, goals and activities.

Who are you partnering with? Who else is working on this challenge? How will you collaborate with them?

HUB Cycling and the ISSofBC are the key partners for this program, bringing together each organization's unique expertise, knowledge and networks to deliver the unique activities proposed. The newly opened ISS Welcome Centre at Victoria and Broadway is innovative in design and services, and is very well suited for hosting the Bike Host program due to its space and proximity to many bike routes, parks, and transit. HUB and the ISSofBC will recruit and support newcomers in communication with other Vancouver settlement service providers.

HUB's established partners with SFU's Faculty of Health are conducting ongoing surveys to determine the success of our cycling skills courses for newcomers, and are in turn partnering with Think and Do Tank researchers looking at newcomer cycling courses and host matches in Toronto. Our academic partners will inform and deliver our evaluative activities.

The Bike Doctor, an urban-cycling focussed bike retail shop in Vancouver, is supplying a bike fleet for the program through Norco at reduced cost. The Bike Doctor will also provide regular maintenance on the bikes at the ISS office and recruit host volunteers. Urban Racks will install free bike storage racks in the ISS office as needed. TransLink's TravelSmart program is considering funding newcomer bike courses in order to free up Vancouver Foundation funding for more bike host matches, and HUB has discussed with City staff Mobi share bikes being made available to the program.

How will you assess your progress towards the anticipated outcomes? How will you incorporate what you are learning into the ongoing development of the project?

The evaluative processes described previously will be designed and administered by independent SFU academics with the rigour required for post-graduate research. With HUB and ISS input, program evaluators will develop a logic model using a tool developed by behavioural change scientists at University College London ("Theoretical Domains Framework") to precisely identify program goals, and rigorous description of inputs and activities leading to intended outcomes. Based on the logic model and parallel research in other jurisdictions, surveys and interview schedules will be developed. Those tools will be applied to assess both newcomer and host volunteer outcomes and perceptions before, during and after program participation.

Information gathered will be shared with HUB and ISS program administrators as it is ready for analysis to inform medium- to long-term program design and delivery. Program staff will also respond to early and ongoing feedback gained from participants during Bike Host service contacts, and adapt approaches and activities accordingly. This will in particular be the case in the first two years as the Bike Host model is adapted to the Vancouver setting and administrators must guide program development before longitudinal evaluative information is available.

How will the knowledge generated by this project be shared with others?

Our academic partners will share what we are learning about the processes of evaluating urban cycling courses and programs, and about the outcomes of our evaluation activities with particular focus on migrant newcomer focussed interventions in journals and conferences aimed at urban transportation/health planners and practitioners. An overall program report will also be developed integrating evaluation outcomes to inform those interested in the program model.

HUB and the ISSofBC will profile the program on our websites and within our respective networks, sharing what we have learned through program operation and evaluation with others interested in the model. HUB is in ongoing communication with parallel urban cycling not-for-profit organizations in other Canadian and US urban regions, and we will inform them about this service option in our discussions. We are hopeful that the program will garner media attention which we will use to link stakeholders with information about the Vancouver Newcomer Bike Host Program.

If funding is awarded, how will you sustain the work of this project once the grant ends?

HUB and the ISSofBC have found great willingness of both private and public sector parties to contribute to this first stage of a Vancouver Newcomer Bike Host program. We expect that when the program is up and running both HUB and the ISSofBC will be able to attract the attention of other funders. HUB has already seen initial interest from two other BC-based charitable foundations. Retailers seem willing to continue their financial and other contributions to the program in future years, knowing Vancouver will continue to receive immigrants and refugees who they want to see introduced to city cycling.

Immigration, Refugees and Citizenship Canada (formerly Citizenship and Immigration Canada) currently provides part of the funding for the CultureLink Toronto immigrant bike host program. The partner organizations for this application will profile the Vancouver Newcomer Bike Host Program program to the IRCC in particular as a positive intervention for refugees experiencing the impacts of trauma which is a topic of increasing importance given continued Syrian refugee flows to this region - 1200 more are arriving in 2016 and in spite of high rents some Syrian refugee families and singles are settling in Vancouver city. See http://www.mentalhealthcommission.ca/sites/default/files/2016-01-25_refugee_mental_health_backgrounder_0.pdf for a broader context about refugee mental health support.

Section F: Project Budget

How many years of funding are you requesting? 2 Years

EXPENDITURE

If you are applying for multi-year funding, please complete the columns that apply to yearly project costs. Specify the amount of funding from Vancouver Foundation allocated against yearly project costs.

Budget Line Item	Description	Year1 Cost	Year2 Cost	Total Cost	Total Amount Requested from

					Vancouver Foundation
Staff cost - HUB Cycling - 32 Weeks	HUB Cycling Bike Host Staffing (Bike Host Recruitment, Referrals, Orientations, Activity Planning, Communications, Event Coordination); Administration	\$20,750	\$25,750	\$46,500	\$46,500
Staff cost - HUB Cycling - 32 Weeks	Instructors for immigrant cycling courses (NOTE: HUB is in negotiation with the TransLink TravelSmart program to potentially fund this activity - which would free up funds for additional host matches.	\$6,750	\$6,750	\$13,500	\$13,500
Staff Cost - ISSofBC - 32 Weeks.	ISS host program staffing, admin, bike storage and access	\$20,250	\$20,250	\$40,500	\$40,500
Infrastructure Cost - ISSofBC (in-kind)	General Host Program Infrastructure	\$25,000	\$25,000	\$50,000	\$0
Building Costs - ISSofBC (in-kind)	Office Infrastructure, Classroom space, bike lock-up	\$10,000	\$10,000	\$20,000	\$0
Equipment - Discounted purchase from Bike Dr / Norco	Bike Fleet (4 adult, 2 youth, 1 children's, 1 trailer, locks and helmets).	\$3,210	\$0	\$3,210	\$3,210
Office Infrastructure Cost - HUB (in-kind)	Space, infrastructure of HUB Bike Host staff	\$2,000	\$2,000	\$4,000	\$0
Liability Insurance - HUB Cycling (in-kind)	\$5m CGL insurance policy for cycling activities	\$300	\$300	\$600	\$0
HUB Cycling (in-kind)	On-line multi-lingual cycling manual	\$1,500	\$1,500	\$3,000	\$0
Materials Cost - HUB Cycling	Translate Multi-Lingual Cyclist Handbook into Arabic	\$1,500	\$0	\$1,500	\$1,500
Equipment - Bike Fleet Discounts - Bike Dr / Norco (in-kind)	Discounts on purchase of program bike fleet	\$650	\$0	\$650	\$0
Bike Storage - Urban Racks - (in-kind)	Installation of bike storage at ISSofBC office for Bike Host fleet.	\$1,500	\$0	\$1,500	\$0
Maintenance - Bike Doctor (in-kind)	Annual maintenance of program bike fleet	\$500	\$500	\$1,000	\$0
Equipment - Bike Maintenance - Norco - (in-kind)	Supplies to fix and maintain bikes	\$250	\$250	\$500	\$0
Evaluation - Vancouver Foundation	SFU Evaluation - Participant and student researcher stipends, HUB staff evaluation liaison and final report preparation, post graduate researcher support.	\$7,500	\$2,000	\$9,500	\$9,500

Evaluation - SFU / MITACS Program	SFU Evaluation - Financial support for post-graduate student research time, SFU supervisor costs. Funded by the MITACS research internship program.	\$7,500	\$0	\$7,500	\$0
Bike Courses - TransLink TravelSmart	Funding for Bike Courses (see HUB Staff Cost for instructors in row 2 above). If TransLink's TravelSmart program funds the courses, VF funding will be freed up to make more than 60 matches per year.	\$6,750	\$6,750	\$13,500	\$0
TOTAL		\$115,910	\$101,050	\$216,960	\$114,710

Section F: Project Budget

REVENUE

Sources of Revenue	Year1 Requested	Year2 Requested	Total Revenue	How much of this request	Contact/ Tel.
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				has been confirmed?	
Vancouver Foundation	\$59,960	\$54,750	\$114,710		
TransLink TravelSmart Program - funding for immigrant cycling courses - funding request in discussion.	\$6,750	\$6,750	\$13,500	\$0	Renate Sitch, Senior TravelSmart Specialist: 778 375-7742
MITACS: https://www.mitacs.ca/en . Stephanie's research is now supported by MITACS, and she is eligible for and likely to get another funding cycle.	\$7,500	\$0	\$7,500	\$0	Meghan Winters, Assistant Professor, SFU Faculty of Health: 778 782-9325
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Organization Contributions:					
ISSofBC - Host Program Infrastructure, Building classroom and bike storage space (in-kind)	\$35,000	\$35,000	\$70,000	\$70,000	Thea-Lynne Fiddick, ISS Host Program Manager: 604 684-7498 / 604 684-2561.
HUB Cycling - Office infrastructure, program insurance, on-line multi-lingual cycling manuals (in-kind)	\$3,800	\$3,800	\$7,600	\$7,600	Tim Welsh, HUB Cycling Director of Programs: 604 250-2853.
Urban Racks - Bike Storage Racks installed at ISSofBC office for program fleet storage (in-kind)	\$1,500		\$1,500	\$1,500	Kosta ChatziSpiros, Urban Racks Manager: 604 786-8878
Bike Doctor / Norco Live to Play - Bike Fleet Discounts, maintenance parts, twice-yearly fleet maintenance (in-kind)	\$1,400	\$750	\$2,150	\$2,950	Paul Bogaert, Bike Doctor Owner: 604 873-2453
			\$0		
			\$0		

			\$0		
TOTAL	\$115,910	\$101,050	\$216,960	\$82,050	

☒ I confirm that as reflected in the Project Budget Expenditure table (Section F) above:

Total Amount Requested from Vancouver Foundation is \$114,710, and

Total Project Budget is \$216,960

Will your project include activities which Canada Revenue Agency considers 'political activities' ? No

(a) Of the total amount you are requesting from Vancouver Foundation, how much will be used for political activities?

If your request is over multiple years, please indicate the amount for each year separately.

Year1:

Year2:

(b) Describe the project's political activities

Section G: Supporting Documents Checklist & Upload

a. Audited financial statements for last completed fiscal year (if you do not have audited financials, then please submit the most recent year-end financial statements):

Applicant (Qualified Donee) Organization: [HUB Your Cycling Connection 2016 FS-1.pdf](#)

Intermediary Organization (if applicable):

b. Operating budget for the current fiscal year:

Applicant (Qualified Donee) Organization: [HUB 2016-17 Budget - External.pdf](#)

Intermediary Organization (if applicable):

c. Most recent year-to-date income statement or statement of activities:

Applicant (Qualified Donee) Organization: [HUB Cycling OCT 2016 YTD Income.pdf](#)

Intermediary Organization (if applicable):

d. List of Board of Directors or Senior Governance Body of your organization:

Applicant (Qualified Donee) Organization: [HUB Board of Directors Contact List.pdf](#)

Intermediary Organization (if applicable):

e. Letters of support (maximum: 3):

Letter of Support 1: [Sersli HUB support letter.pdf](#)

Letter of Support 2: [Bike Dr Support Letter.pdf](#)

Letter of Support 3: [ISS Support Letter.pdf](#)

Terms & conditions

- I am authorized by the governing body of the applicant organization to submit this grant application to Vancouver Foundation;
- The applicant organization is in good standing with the Canada Revenue Agency, and retains its qualified donee status;
- The information provided in this Full Proposal is true and accurate to the best of my knowledge;
- I confirm that this Full Proposal is complete; I understand that Vancouver Foundation will not assess any incomplete Full Proposal;
- I understand that Vancouver Foundation may share information about the grant and/or my organization with its staff, donors, advisors and community partners.

☒ I have read and accept the terms and conditions of the Vancouver Foundation Grants Application as stated above

HUB Cycling 2016-17 Budget

REVENUES:		TOTAL 2016-17 Budget	Previous Year TOTAL Budget	Core	BTW	Bike to School	Bike Friendly Business	Bike the Night	Bike to Shop	StreetWise
4100	Federal Gov't Revenues	-	0							
4120	Provincial Gov't Revenues	45,419	15,000		13,000	1,000			31,419	
4125	BC Gaming Revenues	20,000	20,000			20,000				
4130	Regional Gov't /Translink	146,500	146,500		35,000	45,000	40,000		7,000	19,500
4140	Municipal Gov't Revenues	167,720	195,000		50,000	103,000			2,500	12,220
4205	Charitable Foundation Grants	45,315	67,500		7,900	10,915	8,500			18,000
4210	Donations - Individuals	44,500	50,000	44,500						
4220	Donations - Corporate	10,000	5,000	10,000						
4225	Donations - Other	7,830	0	2,500		5,330				
4230	Grants - Other	6,850	6,500			4,000				2,850
4240	Sponsorships	149,498	90,000	3,000	100,548	5,500		17,450	18,000	5,000
4250	Fundraising / Events Revenues	35,000	3,000	5,000				30,000		
4260	Advertising Revenues	-	0							
4270	Courses / Workshops / Fee for Service	26,550	80,500			2,700	18,400			5,450
4290	Individual Membership Revenues	35,280	79,000	35,280						
4295	Organization Membership Revenues	35,000	N/A	35,000						
4300	Merchandise / T-Shirt Sales	1,400	1,200	1,400						
4510	Interest Income	500	500	500						
4570	Expenses Recovered	-	0							
TOTAL REVENUES \$		777,362	759,700	137,180	206,448	197,445	66,900	47,450	58,919	63,020

EXPENSES:										
PROGRAMMING Expenses										
5100	Advertising & Promotion	10,650	14,800	3,650	4,000	750	250	400	1,000	600
5110	Design Fees	3,250	3,900	250	500	100	250	800	750	600
5120	Event Supplies & Expenses	19,220	8,600	3,500	10,500	900	200	2,000	2,000	120
5130	Insurance - Events + Courses	5,150	3,150	1,000	1,000	1,000	500	1,000	200	450
5140	Merchandise exp / COGS	2,740	3,000	2,100	500	140				
5150	Permits & Licenses	2,960	750	-	1,400	-		1,500	60	-
5160	Postage & Delivery (programming)	2,910	1,000	300	1,400	600	200	100	200	110
5170	Printing	12,050	12,000	2,500	5,000	1,000	250	1,450	1,250	600
5180	Professional Development	3,300	3,000	700	800	1,000	300	300		200
5190	Program / Project Fees	-	0							
5210	Research & Resource Materials	1,485	3,853	400	125	100	360			500
5220	Transportation / Travel	12,035	29,410	500	3,170	6,000	240	150	575	1,400
5230	Volunteer Expenses	2,600	2,898	500	700	300	120	500		480
5240	Website Development	6,320	6,200	2,000	2,750	120	400	350	500	200
5250	Workshop / Course Supplies	2,420	2,450	100	20	1,400	100			800
	Contingency	10,800	10,800	2,000	4,000	1,550	550	1,100	800	800
Total PROGRAMMING Expenses \$		97,890	105,811	19,500	35,865	14,960	3,720	9,650	7,335	6,860

STAFFING Expenses										
5410	Wages & Salaries	454,225	360,017	102,643	98,955	134,387	29,818	12,992	29,635	45,795
5420	CPP Expense 4.95%	16,937	17,821	3,811	3,674	4,989	1,228	482	733	2,019
5430	EI Expense 1.88%	8,261	9,476	1,930	1,860	2,526	561	244	279	861
5440	WCB Expense - 2014 rate 0.33%	1,455	972	320	340	420	100	75	50	150
5500	SubContractor Fees - Administrative	1,030	1,040	192	192	192	192	50	20	192
5510	SubContractor - Prog Director/Fund Develc	-	0							
5515	SubContractor Fees - Local Committee Lia	-	0							
5517	SubContractor Fees - Memberships	-	0							
5520	SubContractor Fees - Program Managers	13,500	0				6,000	7,500		
5530	SubContractor Fees - Co-ordinators/Instruc	37,432	96,219		23,920		6,800		6,712	-
5540	SubContractor Fees - Other	15,000	1,575			15,000				
5570	Health Benefits	25,700	29,700	5,700	7,200	7,200	2,400	1,000	200	2,000
Total STAFFING Expenses \$		573,540	516,820	114,595	136,141	164,715	47,099	22,344	37,629	51,017

HUB Organizational Overhead Expenses										
5605	Program Development - R&D	-	-	(19,205)	6,193	5,923	2,007	1,424	1,768	1,891
5610	Accounting / Audit Fees	6,000	4,500	1,907	1,320	1,262	428	303	377	403
5615	Amortization expense	400	0	127	88	84	29			27
5620	Bank Fees/ Service Charges/ PayPal	3,000	2,700	953	660	631	214	152	188	201
5625	Board / Director Expenses	1,500	1,500	477	330	316	107	76	94	101
5630	Bookkeeping	8,500	7,500	2,701	1,870	1,788	606	430	534	571
5650	Insurance - Commercial	900	900	286	198	189	64	46	57	60
5660	Insurance - Directors Liability	1,800	1,800	572	396	379	128	91	113	121
5670	Interest & Penalties	100	500	32	22	21	7	5	6	7
5680	Legal Fees	800	2,000	254	176	168	57	40	50	54
5690	Meeting Expenses	1,500	1,500	477	330	316	107	76	94	101
5695	Newsletter Expenses	6,687	2,200	2,125	1,471	1,407	477	338	420	449
5700	Office Supplies	3,500	1,800	1,112	770	736	250	177	2,420	235
5730	Postage & Delivery (general)	500	1,200	159	110	105	36	25	31	34
5740	Professional Fees & Memberships	500	400	159	110	105	36	25	31	34
5760	Rent	17,568	17,568	5,583	3,865	3,696	1,252	888	4,703	1,180
5765	Repairs & Maintenance	50	150	16	11	11	4	3	3	3
5780	Telephone / Fax / Internet / Web Hosting	3,000	3,000	953	660	631	214	152	188	201
5790	Utilities	-	0	-	-	-	-	-	-	-
Total HUB OVERHEAD Expenses \$		56,305	49,218	-1,312	18,580	17,770	6,021	4,250	11,078	5,672

TOTAL EXPENSES \$		727,735	671,849	132,784	190,586	197,445	56,840	36,244	56,042	63,549
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NET INCOME / (LOSS) for the YEAR		49,627	87,851	4,396	15,862	0	10,060	11,206	2,877	529
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October 19 2016

To Whom It May Concern:

I am writing in support of HUB Cycling's Vancouver Newcomer Bike Host Program application. I am a PhD student in the Health Science Faculty at Simon Fraser University. My area of study is the effectiveness of targeted behaviour change interventions increasing bicycling for transportation. I am currently evaluating a bicycle education pilot program in 16 Vancouver elementary schools for HUB Cycling and the City of Vancouver, and I am also a Research Assistant for the "Increasing Cycling for Transportation in Canadian Communities: Understanding what works", a multi-site cycling research endeavor funded by the Social Sciences and Humanities Research Council of Canada.

My role in the Vancouver Newcomer Bike Host project will be three-fold. First, I will participate in developing a logic model that is informed in equal measures by HUB and ISSofBC tacit knowledge and formal theory. This process will be guided by population health intervention reporting frameworks (i.e., Theoretical Domains Framework and Behavioural Change Taxonomy v1), and is vital to not only identify the outcomes, but to also explicitly identify the intervention contents that will enable future program comparison and replication. Second, I will develop/modify the measurement tool(s). Third, I will analyze data to assess if desired outcomes were achieved. Data from the Vancouver Bike Host project will be compared to Toronto Bike Host data to better understand how context influences intervention success, and how to best tailor and adapt interventions to suit specific communities.

From a research perspective I support this project for multiple reasons. Evidence from other studies suggest that social support is an important determinant of bicycling uptake, particularly among women. Furthermore, the role of cycling with children in families is an understudied area but one with significant potential to increase the number of cycling trips taken in urban areas. Finally, community-based bicycling initiatives are growing in popularity in Canada and Europe with the goal of enhancing newcomer mobility and integration, however few initiatives have the resources to measure outcomes and hence there are few existing studies documenting their effectiveness. This evaluation poses an exciting opportunity to do just that. From personal experience as a previous Host volunteer and Board member at the Vancouver Association for Survivors of Torture I support this project: I've seen the impact that fun and enhanced mobility can have on the lives of newcomers. It does, indeed, make a world of difference.

Please feel free to contact me at sersli@sfu.ca or by phone 604-781-9932 if you have any questions.

Sincerely,



Stephanie Sersli
PhD student, Faculty of Health Sciences, Simon Fraser University

October 20, 2016

To Whom it May Concern:

ISSofBC is pleased to provide a letter to support for a proposed joint project a newcomer Bike Host Program. This project seeks to build community connections through a bike mentorship model, promote healthy living, increased mental physical well-being and build confidence and connections to low cost alternate healthy forms of transportation.

For over 45 years ISSofBC has provided settlement services to immigrants and refugees arriving in Canada. During the settlement and integration process newcomers face many challenges including depression related to loss of social and professional status, financial depletion, cultural unfamiliarity, inter-generational conflict and a decline in physical health after immigration due in part to decreased levels of physical activity and social participation. The project seeks to address some of these issues by bringing together HUB cycling volunteers, new immigrants and refugees through an innovative community connections project.

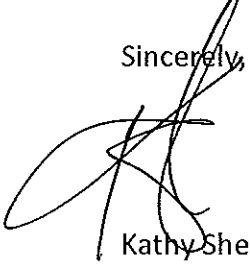
HUB and the ISSofBC will replicate Toronto's CultureLink newcomer bike host program (<http://www.culturelink.ca> - "Bike Host: Building mobility and community through cycling mentorship") in Vancouver to address these issues for participating newcomers. Research indicates that immigrant and refugee newcomer populations, which tend to be lower income and/or visible minority, experience higher barriers to cycling for transportation than the general population and hence don't experience its benefits. Barriers can include cultural unfamiliarity, lack of practical cycling knowledge, and unfamiliarity with cycling networks and amenities.

This HUB-ISSofBC program will overcome newcomer barriers to cycling by recruiting recent immigrants and refugees resident in Vancouver, providing them with city cycling instruction, and matching them with local "host" volunteers who are interested in cycling. Bike hosts will be recruited through HUB's affinity networks, and matched with newcomers through the ISSofBC's existing Host Program systems to spend organized time orienting newcomers to Vancouver's cycling routes, rules, and culture - and to have fun exploration experiences of Vancouver by bike. Newcomers will become familiar with Vancouver cycling rules, cultural norms, routes, events and amenities including the City of Vancouver's Mobi bike share service.

HUB Cycling and ISSofBC believe that this program that promotes increased activity and community interaction will benefit participating newcomers' physical and mental well-being. Additionally, newcomers will feel decreased social isolation directly from engagement with their bike hosts, and more generally from community connections made when cycling through Vancouver neighbourhoods and participating in cycling-focused cultural activities. Newcomers may also realize lower barriers to economic participation, as cycling provides low-cost transportation for work.

Should you require any additional information, please do not hesitate to contact me at 604-684-7498.

Sincerely,

A handwritten signature in black ink, appearing to be 'Kathy Sherrell', written over the word 'Sincerely,'.

Kathy Sherrell, PhD
Associate Director
Settlement Services

To the Vancouver Foundation:

Oct 18 2016

Bike Doctor is pleased to support the HUB Cycling – ISS of BC Vancouver Newcomer Bike Host Program. Bike Doctor recognizes that new Canadians do not generally feel cycling is an acceptable way to commute and travel in the city. We see the Newcomer Bike Host Program as helpful to encourage immigrants and refugees to cycle in the city and make social connections through cycling in Vancouver neighbourhoods.

Bike Doctor is supporting the Newcomer Bike Host Program in the following ways:

- Providing bike fleet discounts in conjunction with Norco Live to Play
- Bringing our mechanics out to the ISS of BC office twice yearly to maintain the program bikes
- Encouraging our customers to consider volunteering as bike hosts for immigrants and refugees

We are hopeful that this innovative program, which is so well-suited to the City of Vancouver, will be funded so the Bike Doctor can contribute to its success.

Sincerely,

Paul Bogaert

President
Bike Doctor
www.thebikedr.com