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# HUB Cycling Local Committee Resources

## Gap Priority List User Guide

### Gap List • User Guide

This is a list of infrastructure improvement opportunities from each of nine HUB Cycling local committees (LC), and the Regional Advisory Committee (RAC).

A gap is any named infrastructure issue which can be defined, and associated with criteria relating to safety, utility and feasibility — standard definitions that allow sorting, classification, and ranking.

While defining gaps is a collaborative committee effort, each LC should nominate a single representative to input the gaps in the spreadsheet; HUB will maintain the full list.

Keeping gap definitions and scores updated means more opportunity for committees and staff to move them forward in consultation with regional transportation authorities and stakeholders, public relations, and LC knowledge transfer.

### What is it used for?

The Gap Priority List is used for:

1. Internal tracking of committees' priorities & gaps that committees are working on getting filled
2. List of priority gaps can be exported and shared with city staff and other stakeholders. Having a full list of priority gaps, ranked by utility, safety, and feasibility adds an element of thoughtfulness and data to your priorities when working with staff to get those gaps filled
3. HUB Cycling is working on a HUB Map project, which will integrate multiple spatial datasets including our State of Cycling data, Local Committee Priority Gaps, among others. Keeping this information updated in a central repository will make the move to this new system simpler.

GAP #	NAME OF GAP		SCOPE / BOUNDARIES	LOCAL COMMITTEE PRIORITIES	PRINCIPAL JURISDICTION	TRANSLINK			LENGTH OF ROUTE	UTILITY SCORE	SAFETY SCORE	FEASIBILITY SCORE	SCORING TOTAL
	Overall Route Name	Gap Segment				Max 50 characters	Use to flag top issues for each Committee	Select one					
Do not change Gap # or add/ delete cells													
300	Hwy 7 corridor	Hwy 7	Maple Ridge/Pitt Meadows border to Lally St.	Other	Provincial	N	Y		2.5	10.0	6.4	6.0	7.77
301	Hwy 7 corridor	Hwy 7	216 to 220	Top	Provincial	N	Y		0.73	8.3	7.1	6.0	7.39
320	Hwy 7 corridor	Hwy 7	222 St to Kanaka Way	Top	Provincial	N	N		2.6	6.7	7.1	7.0	6.92
304	Hwy 7 corridor	Hwy 7	Kanaka Way to Tamarack Ln	Other	Provincial	N	Y		0.271	8.3	6.4	5.0	6.90
305	Hwy 7 corridor	Hwy 7	Tamarack Ln to 240 St	Other	Provincial	N	Y		2.64	9.2	7.1	5.0	7.52
306	Hwy 7 corridor	Hwy 7	240th Street to 266 St.	Other	Provincial	N	Y		5.8	6.7	7.1	5.0	6.52
361	Hwy 7 corridor	Hwy 7	266 to 287 St.	Other	Provincial	N	Y		5.8	8.3	5.7	6.0	6.82
362	Hwy 7 corridor	Hwy 7	287 St. to Mission border	Other	Provincial	N	Y		4.3	8.3	5.7	3.0	6.22

Extract from Maple Ridge-Pitt Meadows LC's Gap List

## How do I access it?

Access to the gap list is limited to committee members who request access to it. The gaps have also been [mapped](#), if you would like to see a visual representation of it.

**To request access to the gap list, contact [action@bikehub.ca](mailto:action@bikehub.ca).**

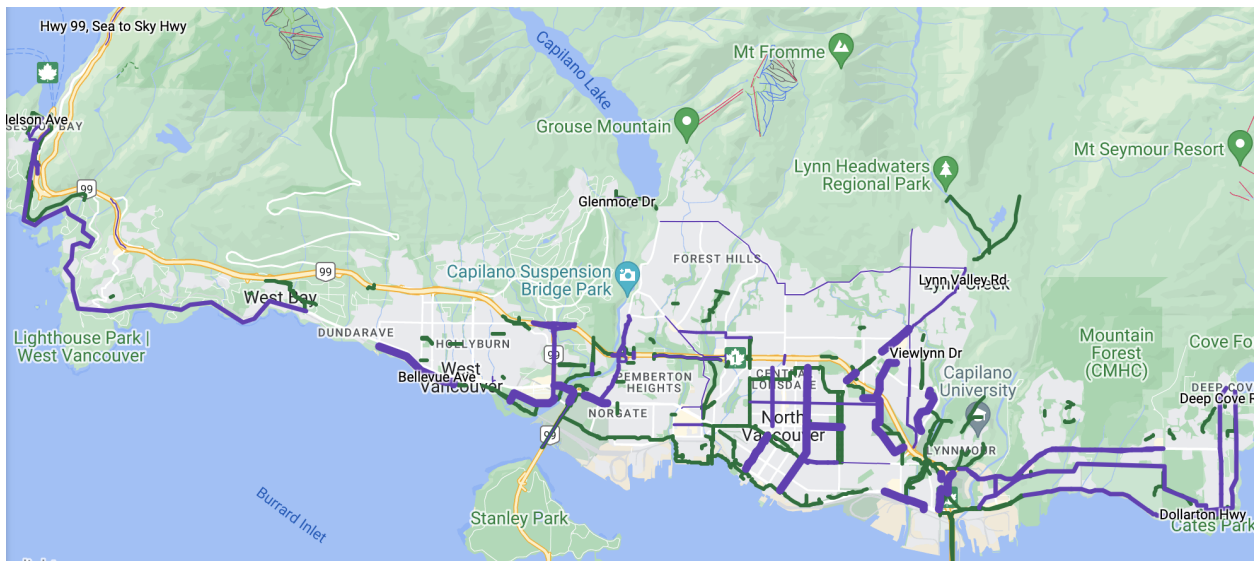
This is to ensure that only people who are comfortable with spreadsheets have access to it, and we can track the changes.

**You can also make changes by email if you are not comfortable with spreadsheets. See below for instructions.**

## Can I see a Map of Current Gaps?

Yes! We have created [prototype maps](#) with the current gaps in each Local Committee area. These maps can help you visualize where gaps are in relation to the cycling network. By keeping the Gap List updated,

The maps also contain our [State of Cycling](#) data, which categorizes the existing cycling network by comfort (comfortable for many, some, few, and very few).



*North Shore LC Priority Gaps (purple) and AAA Cycling Network (green). Other layers are hidden.*

## Updating the Gap Priority List

There are three ways to make updates:

1. [By email](#)
2. [Directly updating the spreadsheet](#)
3. [Using the Submission Form Webpage](#)

### By email

The simplest way to make updates, especially for those who are not fully comfortable with spreadsheets, is to send in an email with updates to [hub.rac@bikehub.ca](mailto:hub.rac@bikehub.ca) with the subject line **[LOCAL COMMITTEE] Gap List Updates**.

#### **What information is needed?**

When sending in updates to existing gaps and adding new gaps by email, a few pieces of information are the most important:

If you are updating a gap

1. Municipality
2. Gap ID.  
*Click on the gap on [prototype maps](#) to get this information. The number under the description field is the gap ID (e.g. 006)*
3. Route segment  
*Which route or road is this gap on? (e.g. Douglas Rd)*
4. Extent  
*From - To (e.g. From Hwy 1 to Canada Way)*
5. Description and comments  
*If you are submitting a gap, what is the current state of infrastructure?  
If you are updating a gap, what has changed?*



# HUB Cycling Local Committee Resources

## Gap Priority List User Guide

### Directly Updating the Spreadsheet

If you are comfortable using Google Sheets or other spreadsheet software, you can update the gap list directly. Once you have edit access granted (by contacting [vancouver@bikehub.ca](mailto:vancouver@bikehub.ca)), you will be able to open the gap list in Google Sheets.

Each Local Committee and the Regional Advisory Committee is designated a range of rows, organized by committee in alphabetical order.

- Burnaby (1-99)
- Delta (100-199)
- Langley (200-299)
- Maple Ridge-Pitt Meadows (300-399, 1500-1599)
- New Westminster (400-499)
- North Shore (500-599)
- Richmond-YVR (600-699)
- Surrey-White Rock (700-799, 1300-1399)
- Regional Advisory Committee (800-899)
- Tri-Cities (900-999, 1400-1499)
- Vancouver-UBC (1000-1299)

Add your new gap within the range designated to your local committee. If you need additional rows, contact us.

**The most important columns are columns A-I, which identify the gaps. When updating the Gap List.** See [Column Explanations](#) below for explanations for each field.

### Tips for Updating the Spreadsheet

- **If entering multiple line items**, please input gap descriptions and identification first, then score one column at a time for all gaps. Scoring is easier when comparing multiple lines to one another.
- **You may need to split gaps up** if part of a gap has been filled.
- **Please don't input data in pink cells** — these are formulas.
- **Use the Change Log** column to track the date when you entered/updated data.
- **Use the Comments column** to add additional information about a gap.
- **Look at other committee's input** and see how the list is being used.
- **To print**, consider exporting to Excel as it is easier to set print ranges.
- **If you have specific comments** on cells or data, use the Comments function within Google Sheets.

## Column Explanations

### Identifying the Gap

**Columns A-I** allow the user to provide initial identifying criteria.

- **REF#** is a sequential ID number, and have no bearing on priority — please don't change this number.
- Choose a **short descriptive name** of the gap. At this time, these will be infrastructure improvement opportunities. Over time, other types of gaps, such as laws/regulations or education, may be included in this list.
- **Scope/Boundaries** describes the gap in more detail. It should be decided before the evaluation sections are filled out.
- The **name of the representative** defining the gap should be identified in 'Submitted by'
- Each line will have a **lead committee**, and may involve a **secondary committee**, depending on the scope or jurisdiction of the gap.
- For **Jurisdiction** and **Classification** choose from the drop down list in each cell.

### Infrastructure Classification

- **Type** should indicate one of the three broadest categories of infrastructure
- For **Scope**, classify the opportunity as major work, a 'spot improvement', or maintenance work to existing infrastructure. Spot Improvements are items such as signs, painted lines, and so on. Maintenance work could include repaving. Larger opportunities will be classified as major.
- **Current ridership** is your LC's judgement on levels of cycling use for the current route or intersection before any improvement. The categories should be consistent within a committee's entries, ie relative to the other items you are entering.
- **Potential Ridership** should be your LC's judgement on what sort of ridership increase (if any) would be expected as a result of the improvements.
- **Ridership Impact** is an automatic score based on the current and potential ridership classifications. Please do not overwrite this score. This field is simply a quick check, and is often used to decide whether to complete the subsequent scoring columns.

### Scoring

You will evaluate **Utility**, **Safety**, and **Feasibility** for each gap. While these scores are subjective, consistency in scoring within a committee — for all gaps — will help determine priorities, based on common criteria.

Each score is 0, 1, or 2 points. The significance of each score is indicated in the column heading. After completing the scoring for each gap, you will find a total score out of ten for each category (Utility, Safety, and Feasibility).

**There are no right or wrong answers.** The ratings are designed to help compare different opportunities within your committee. The weightings will then be used to calculate an overall

score. The top scores (out of 10) indicate your committee's top priorities. Weighting factors must add up to 1.

To start, we suggest you use the pre-filled 40/40/20 weightings; if you decide to change these weightings, please do so consistently for all gaps in your LC.

### Utility of proposed Improvement

These six columns describe different aspects of usefulness, or utility. They describe the utility of the improvement, considering the proposed improved route.

- **Destinations** referred to are along the route in question, ie places a rider might stop.
- For **lack of reasonable alternatives**, please give 'reasonable' extra consideration, bearing in mind all ages and abilities.
- **Local connectivity** refers to other bike routes, not just other roads
- **Regional connectivity** refers to the usefulness as a regional connector, ie do cyclists use the route to pass through the region, heading for other places.

### Safety of Proposed Improvement

These seven columns describe the safety of the improvement, considering the difference between the current route and after improvements have been made. Think of the difference. If a route currently has physical separation, and that aspect wouldn't change, the separation score would be zero. If a route has no physical separation and would gain that separation, it would score higher.

- **Expressed threats** refers to accident data, where that is available. If no data, score 0.
- **Implied threats** refers to the perception of riders, and how safe they feel.

### Feasibility of Proposed Improvement

These five columns describe the practicality of the solution, and identify the challenges that will be faced in any action campaign.

- **Technical Feasibility** could relate to topography, existing infrastructure or space limitations (etc) that may be challenging, resulting in moderate or low scores.
- **Political Feasibility** could drive scores down based on public outcry over previously proposed improvements, or drive scores up based on a route having previously shown up in municipal cycling plans, or having received expressed support from staff/elected officials.
- **Piggyback potential** describes the opportunity of combining the improvement with other infrastructure work, such as a road being widened for another purpose.

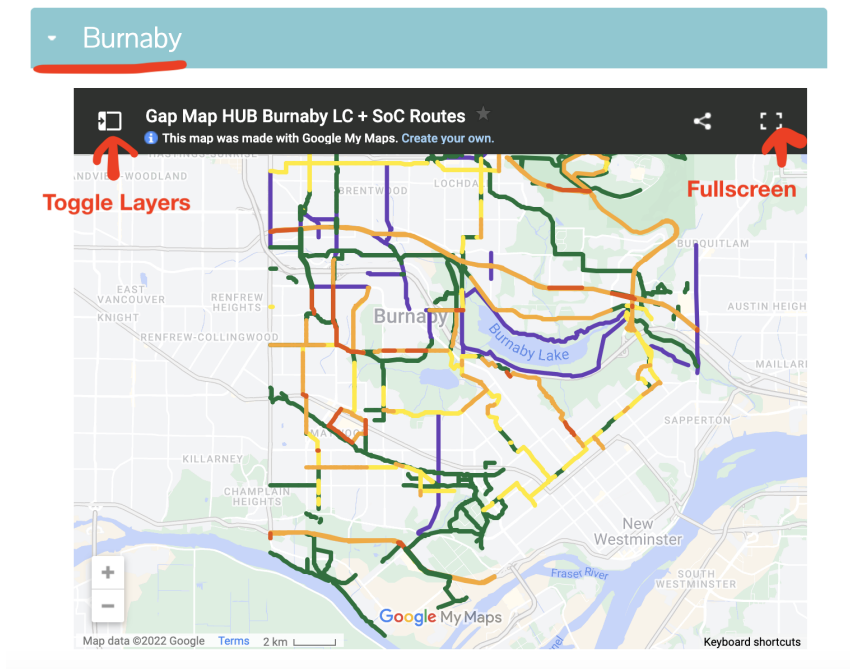


### Using the Submission Form [Webpage](#)

We have created a [webpage](#) for simple submission of new and updated gaps. This webpage contains the prototype gap maps for each committee, along with a simple form to submit or update a gap.

The maps contain the Local Committee priority gaps along with [State of Cycling](#) data, HUB Cycling research on the comfort level of the existing cycling network across Metro Vancouver.

The maps can be viewed by pressing on the name of the Local Committee Area in blue. More information about each gap can be found by pressing on it.



### Legend

— Local Committee Priority Gaps

*State of Cycling Bikeways by Comfort Level*

- Comfortable for most
- Comfortable for some
- Comfortable for few
- Comfortable for very few

## Exporting the Gap List

The Gap Priority List can be a useful tool when communicating with City engineers and planners to indicate which gaps in the cycling infrastructure are your Local Committees' priorities—gaps that when filled, would have the highest impact on safety and connectivity.

### Filter View

To only view the gaps in your municipality, you should create a [Filter View](#). This will allow you to filter the data without changing what other collaborators see.

4:4   fx   Filters						
	A	B	C	D	E	P
1						
2	<b>GAP #</b>	<b>NAME OF GAP</b>		<b>SCOPE / BOUNDARIES</b>	<b>STATUS</b>	<b>SEGMENT INCLUDED IN CURRENT ROAD OR TRAIL NETWORK</b>
3	Do not change Gap # or add/ delete cells	Overall Route Name	Gap Segment	Max 50 characters	Select one	2 = yes 1= partially 0 = no
4	<b>Filters</b>					
5	551	Across the Top	British Properties to Upper DNV	Connector upgrade through Cleveland Dam area	Gap Closed - Work Not Completed	
6	552		13th St/ Keith Rd at Marine Drive	Intersection??	Identified	

To create a filter view, select row 4 (the Filter row), then select

**Data** (menubar) > **Filter views** > **Create new filter view**

Next, **press the filter symbol** on the top right of the column you want to filter. For example, to filter by Local Committee, press the filter button on cell N4. To filter by municipality, press the filter button on cell P4.

	A	B	C	D	E	M	N	O	P
1									
2	<b>GAP #</b>	<b>NAME OF GAP</b>		<b>SCOPE / BOUNDARIES</b>	<b>STATUS</b>	<b>SUBMITTED BY</b>	<b>LEAD COMMITTEE</b>	<b>SECONDARY COMMITTEE</b>	<b>PRINCIPAL MUNICIPALITY</b>
3	Do not change Gap # or add/ delete cells	Overall Route Name	Gap Segment	Max 50 characters	Select one	Committee member or staff	Local Committee or RAC	Local Committee or RAC, if applicable	Select one
4	<b>Filters</b>								
5	1		Highway 1 Gilmore Overpass	Only overpass	Gap Closed - Work Completed	Serina	Burnaby		Burnaby

Press 'Clear' to remove all selections, then **select your Committee.**

### Creating a new spreadsheet

At this stage, it is recommended that you copy the list of gaps from your committee to a separate spreadsheet or document.

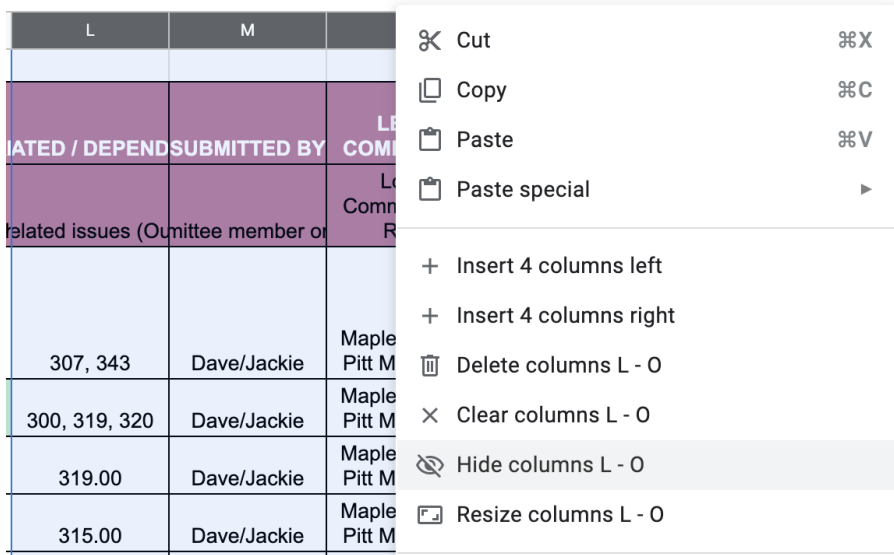
**To do so, press Ctrl/Command+A and Ctrl/Command+C**

**Open a new spreadsheet in Google Sheets and press Ctrl/Command+V.**

**You can now manipulate the columns as you like for presentation.**

### Hiding Columns and Exporting to PDF

The Gap List has lots of columns. When sharing with engineers and planners at your municipalities, you want to share the most important information with them.



The columns that are not relevant can be hidden by highlighting them, right clicking, and pressing 'Hide Columns'

Once you have chosen the columns that are the most relevant, you can reorder them by Scoring Total (Column BF) or however you choose to present the data.

**To save as PDF, press File > Download > PDF (.pdf)**

### Additional help

If you have questions or need help updating the gap list, reach out to [action@bikehub.ca](mailto:action@bikehub.ca).