

	<p>Physical distancing in the workplace</p> <p>Physical distancing is one of the best ways to reduce the spread of COVID-19. Your plan may consider:</p> <ul style="list-style-type: none"> • Floor markings to separate and direct customers and clients • Separating work stations or cash registers • Staggering working hours
	<p>Masks in the workplace</p> <p>Non-medical masks are mandatory in most indoor public places. Your plan may consider:</p> <ul style="list-style-type: none"> • Signs to let customers and clients know that masks are required • Supplying masks for employees and helping them learn how to properly wear and care for them • Supplying masks to customers or clients who arrive without one • Setting your own mask policy in private areas of the business or workplace
	<p>Cleaning</p> <p>Viruses can live on surfaces for days. If you have equipment or tools shared by multiple people, think about whether you can limit who uses it and clean surfaces and objects more frequently. Your plan could consider measures such as:</p> <ul style="list-style-type: none"> • Regularly scheduled cleaning and disinfecting throughout the day • Frequent disinfecting of high-touch surfaces such as counter tops, door handles and debit machines.

	<p>Physical distancing in the workplace</p> <p>Physical distancing is one of the best ways to reduce the spread of COVID-19. Your plan may consider:</p> <ul style="list-style-type: none"> • Floor markings to separate and direct customers and clients • Separating work stations or cash registers • Staggering working hours
	<p>Masks in the workplace</p> <p>Non-medical masks are mandatory in most indoor public places. Your plan may consider:</p> <ul style="list-style-type: none"> • Signs to let customers and clients know that masks are required • Supplying masks for employees and helping them learn how to properly wear and care for them • Supplying masks to customers or clients who arrive without one • Setting your own mask policy in private areas of the business or workplace
	<p>Cleaning</p> <p>Viruses can live on surfaces for days. If you have equipment or tools shared by multiple people, think about whether you can limit who uses it and clean surfaces and objects more frequently. Your plan could consider measures such as:</p> <ul style="list-style-type: none"> • Regularly scheduled cleaning and disinfecting throughout the day • Frequent disinfecting of high-touch surfaces such as counter tops, door handles and debit machines.
	<p>Equipment</p> <p>Viruses can live on surfaces for days. If you have equipment or tools shared by multiple people, think about whether you can limit who uses it and clean surfaces and objects more frequently. Your plan could consider measures such as:</p> <ul style="list-style-type: none"> • Regularly scheduled cleaning and disinfecting throughout the day • Frequent disinfecting of high-touch surfaces such as counter tops, door handles and debit machines.
	<p>Preparing employees to return to work</p> <p>Employees may have concerns about returning to work. Your plan may consider:</p> <ul style="list-style-type: none"> • Providing information about COVID-19 and how to protect themselves • Providing information about COVID-19 and how to protect themselves • Providing information about COVID-19 and how to protect themselves
	<p>Preparing for customers or clients</p> <p>Customers and clients may have concerns about visiting your business. Your plan may consider:</p> <ul style="list-style-type: none"> • Providing information about COVID-19 and how to protect themselves • Providing information about COVID-19 and how to protect themselves • Providing information about COVID-19 and how to protect themselves
	<p>Monitoring and communicating your plan</p> <p>Regularly monitor and communicate your plan to employees, customers and clients. Your plan may consider:</p> <ul style="list-style-type: none"> • Regularly monitoring and communicating your plan • Regularly monitoring and communicating your plan • Regularly monitoring and communicating your plan

ANNUAL REPORT 2020

Velo Cape Breton Bicycle Association

Email: velocapebretonbicycle@gmail.com

Website: www.velocapebreton.ca

P.O. Box 485

Sydney, NS, B1P 6H4



Cover Page Art: Adapted from Government of Nova Scotia Covid-19 Prevention Plan Checklist



Women on Wheels Mugs. Photo courtesy of Rosalind Wright.

TABLE OF CONTENTS

TO Our Members _____	4
Strategic Highlights _____	4
Financial Highlights _____	5
Operating Highlights _____	5
Advocacy _____	6
Education and Safety _____	8
Rides and Events _____	9
Women on Wheels - 2020 (Report by Rosalind Wright) _____	10
Looking Ahead _____	11
Executive Members 2019-2020 _____	11
FINANCIAL SUMMARY _____	13
FINANCIAL STATEMENTS _____	15
Statement of Financial Position _____	15
Statement of Changes in Equity _____	15
NOTES TO FINANCIAL STATEMENTS _____	16
Accounts _____	16
Debt _____	16
HST _____	16

TO OUR MEMBERS

Strategic Highlights

The fiscal year 2019-2020 was shaping up to be a very good year. We were ahead of the game in organizing many group rides and we were on track to publish our ride schedule ahead of the upcoming ride season. Then the pandemic was declared, and Canada, along with most countries around the world took steps to slow the infection rate of the population to prevent overwhelming the health care system. All provinces took steps to “flatten the curve”, which involved shutting down many businesses where people gather in groups, including restaurants, gyms, theatres, and pools. Schools were closed. Many workers were set up to work from home, gathering in groups was discouraged, and in some cases illegal. Group rides were not allowed. Overnight, it seemed, all our hard work was for naught. By the end of March 2020, normally busy roads were mostly bare during morning and evening rush hours, as citizens were encouraged to “stay the blazes home”, as proclaimed by Nova Scotia premier Stephen McNeil.

By mid-June the sacrifices that were made in Nova Scotia and the other Atlantic Provinces proved successful, and the restrictions began to be lifted. In fact, cycling was promoted as a safe activity to get outside for fresh air and exercise. It was also a great time to commute by bicycle as the traffic was dramatically reduced, making the roads safer for cyclists.

Nonetheless, restrictions were slow to be lifted, and there was uncertainty whether all those who had registered for our signature tour, the Cabot Trail in 4 Days (CT4D), would be able or allowed to attend. With restrictions on air travel and concerns about staying in hotel rooms, it was decided to cancel the tour, and 100% of deposits were refunded.

By the end of our normal riding season, some of our planned activities went ahead, including the Ride Right program during CBRM's Bike Week. Membership was maintained at a respectable level with 124 members, 46 men and 78 women.

Financial Highlights

Our total income for the year was \$3,207 CAD, attributed primarily to our normal revenue streams such as membership fees, the sale of jerseys, and government grants received. This represents approximately 11% of last year's revenues, largely due to the cancellation of the



Celtic Shores ride creates hungry cyclists! Photo courtesy of Rosalind Wright

Cabot Trail in 4 Days. The revenues we bring in through our various initiatives allow us to keep membership fees at a very affordable \$10.00/yr. for an adult membership. Due to the circumstances surrounding the Covid-19 Pandemic resulting in the loss of revenue, our expenses exceeded our income for the year, and we have a net loss of \$1124.

We continue to maintain a high level of retained earnings despite the net loss, with yearend total Liabilities & Equity of \$28,983.

Operating Highlights

We continued to pursue a balanced three-sided approach to our strategic priorities, namely the following areas:

- Advocacy
- Education & Safety
- Rides & Events

Advocacy: (Report by Andrée Crépeau)

- Glace Bay Rail-to-Trail: The last year has been a transitional one for Active Transportation in CBRM. The major area of activity has been the conversion of a section of the Sydney & Louisburg Railway to a multi-use trail. The section is 13 kilometres long and runs from the Gardiner Highway to Tower Road in Glace Bay.

The CBRM took possession of the land from the federal government in the early fall of 2020. Part of the transfer agreement specified that the federal government make major improvements to the trail and an agreement to provide 40 thousand dollars annually for ten years to cover the maintenance costs. In addition, Bicycle Nova Scotia secured \$100,000 dollars from the provincial department of Energy Mines and Resources “Connect2” program for the construction of the trail.

The first phase of the trail should be completed in the spring of 2021 which will see a useable trail with a surface of compacted crusher dust and a small section paved in the centre of Glace Bay for pedestrians, cyclists, OHVs (off highway vehicles) and horses. The following phases will see on-site interpretation of the surrounding communities and the rail line, wayfinding signage, rest areas and landscaping, increased meters of paved surfaces, lighting, and promotion of trail use and events.

An advisory group representing various user groups including Velo Cape Breton and established by CBRM during the feasibility study for the trail continues to work to move the project forward. The group is currently exploring the possibility of formalizing an agreement with CBRM to manage the trail.

Current proposed trail rules would see a speed limit of 30kph except for in quiet zones near homes where it would be 20kph. The trail hours are proposed to be between 6am and 11pm.

- CBRM Active Transportation Plan: CBRM secured funding from the province to update the current Active Transportation Plan. We have received assurances that this process will include input from community stakeholders such as Velo

Cape Breton and will see the re-establishment of the CBRM AT committee. They anticipate completing this over the winter of 2020-21.

- CBRM AT Budget: While CBRM council approved an AT budget for this fiscal year the money was allotted to the redevelopment of the Hawkes Field in Dominion. In addition, CBRM has made a substantial request for funding from the provincial and federal governments for the years 2020 to 2027 under the green transportation initiatives. No announcements have been made to date but if successful they would see all major AT projects completed including an off-road trail connecting Keltic Drive to downtown Sydney.

Major disappointments would have to include the George St bike lanes. Three years ago, CBRM secured funding from the provincial government to pave damaged sections north of Dorchester St. and to repaint the road with a buffered bike lane from Dorchester to DesBarres. These have yet to be installed correctly despite repeated written requests and meetings with CBRM staff, the mayor, and councilors. The new work at the Prince and George street intersection includes accurate bike lanes but between Dorchester and Townsend many of the bike lane symbols are missing, lessening the effectiveness and safety of the bike lanes. We are still waiting for the removal of the tracks on the Spar Road, though we were assured early in the summer that this would be done. On a brighter note, paving over the tracks at numerous locations in the municipality has made our roads safer for cyclists.
- Provincial Projects: From the provincial perspective the big news is the work on Cape Smokey. The official word from the Department of Transportation and Infrastructure Renewal (DoTIR) is that the paved shoulders will be 1.2 metres wide. This means a much safer descent with much improved look offs. Also, the province is making changes to the intersection of Wilson Road and Highway 4 in Reserve Mines, which will include better accommodations for cyclists.
- Velo Cape Breton promotes cycling and advocates for improved infrastructure by frequently corresponding with CBRM on issues of concern. We met in person with Mayor Cecil Clark during the budget deliberations, attended the

public budget consultations, and met with various councilors directly. Our newsletter editor, Erin Phillips, conducted a survey of our members concerning infrastructure for cycling. Preliminary results were published, and a more detailed analysis is planned. We will use these results to inform our conversations with decision makers.

During the recent municipal election we partnered with Bicycle Nova Scotia and



Celtic Shores WoW Ride, Port Hood. Photo courtesy of Rosalind Wright

surveyed all candidates on their stand on various AT policies and initiatives. These results were made public before the election. While AT did figure in a number of candidate's platforms, it's clear we still have a lot of work to do.

Education & Safety:

- As part of our Ride Right program, several new members were trained with the skills to safely navigate our local roads as a free benefit with their membership.

Rides and Events (Report by Tim Babcock)

The abbreviated VCB Ride Season, delayed pending issuance of public health guidelines on outdoor recreation activities, got underway in the last week of June. The full-season schedule prepared earlier in the year had to be significantly modified to accommodate the new realities, including the withdrawal of a few originally designated Ride Leaders and the general wish not to plan rides in more distant places involving more complicated logistics. Because of the uncertainties and continuing changes in regulations and “best practices”, it was not possible to issue a full new schedule for the entire season: in its stead, announcements of upcoming rides were posted on a weekly or biweekly bases as they became finalized. Among the practical modifications instituted were contact-tracing sign-up sheets for each ride, and the general elimination of lunch stops at food establishments. In several cases riders were encouraged to bring their own picnic lunches to eat along the way.

The popular Thursday morning rides, some ten in number, were a main staple of the 2020 program, and included two rides on good dirt roads and two rides incorporating visits to local farms. Longer weekend rides were far fewer this year (just three were undertaken), mainly because of the challenges mentioned above. An innovation was the series of Wednesday evening rides, focusing on urban riding in the general Sydney area. This series (half-a-dozen rides) was aimed at two groups: those for whom Thursday mornings were not an option, and “graduates” of the Ride Right program wanting guided opportunities to practice and develop their new skills. See the WOW section for details of WOW rides.

Attendance at rides was, predictably, somewhat lower than in previous years; the highest attendance was 13 (at the Mira River weekend ride) and more common number was 5 – 8. With a reported large increase in purchase of bicycles and a general rise in interest in cycling as a “safe” recreational activity during the pandemic, it is likely that many new riders, and some older ones, chose to ride by themselves or in small groups of family and close friends at times convenient to them. The closure of the CBU campus also precluded outreach to and involvement of students in VCB activities.

VCB was fortunate in being able to recruit several new Ride Leaders from among the current membership, and many thanks are due to them as well as to all other Ride Leaders. At least two of these suggested, and led, new rides. It is hoped that these individuals will play an important role in the 2021 program as well.

It is intended to carry out a brief on-line survey of members to provide input for the planning of the 2021 season, covering an evaluation of the season just completed (routes, types of rides, logistics, etc.) and suggestions for new routes and other activities. Given the continuing public health uncertainties, flexibility will continue to be a key element of planning and implementation.

Women on Wheels – 2020 (Report by Rosalind Wright)

In February, I submitted a proposal to “4-Imprint’s One by One” grant and WOW was successful in receiving a \$500.00 donation. We used the funding to purchase pink WOW mugs as a membership incentive. With the social cancelled, the mugs will be available to give out at next year’s social if anyone did not receive one yet.

Along with the cancellation of the spring social, the pandemic halted many other planned activities for WOW including the 6-week training program and most of the rides in June and July. I know many people took advantage of the summer days and nights to get out on their bikes with friends and on their own during the pandemic even though we were not able to host many of our WOW rides. The important thing was people were out cycling.

We were able to host our Celtic Shores WOW ride with our friends from the Inverness Biking Buddies on July 18th. We rode the Celtic Shores Trail from West Mabou to Port Hood. I would like to thank Laura Cormier for coordinating her group and thank her for her hospitality. It was a great day with lunch in Port Hood and some shopping on the way back to Sydney. We had two rides in August. The first one was with a small group riding from Open Hearth to Fort Petrie on August 8th and it was my first time seeing inside the Fort and learning of the tunnel systems that run underground. The second was on August 27 as our annual pilgrimage on the Maryann Corbett Trail to meet the Glace Bay gals at Tims in Reserve. We had a great group out for the evening and a great night to ride.

Our last ride of the year was the infamous Tour da Tartan on September 13th which we scheduled to coordinate with the Recovery Ride. The Clucking Hen was full of cyclists and it was great to see so many people out enjoying the day. This is one of the best rides of the year as it also allows WOW to do some shopping at the artisan shops along the route coupled with great photo opportunities.

Looking Ahead

The Covid-19 Pandemic notwithstanding, we will continue to offer a full schedule of rides for 2021, most importantly the Cabot Trail in 4 Days tour, as it has become a significant source of revenue for the association. As well, we will continue to promote the Ride Right program, a free benefit of membership that would cost \$45.00 for a non-member. We are also exploring our options to increase the number of bicycle program trainers in the Cape Breton Area. Several members have expressed a desire to become certified, if you are interested, please let us know.

I wish to thank all our members and our Board of Directors for their support, encouragement, and patience as we continue to move forward with our internal processes.

Special thanks go out to all the Ride Leaders for their commitment to provide opportunities for members to get together on group rides under the Velo Cape Breton marque.

I would also like to thank the following government agencies and corporate entities for their financial support of our initiatives:

- CBRM for their sponsorship of Velo Cape Breton's involvement in Bike Week
- 4-Imprint for their "One by One" grant to the Women on Wheels

Executive Members 2019-2020

Finally, I would like to thank our Executive Members for all their hard work which has allowed us to achieve our goals this year. Velo Cape Breton was built from the hard work of volunteers and continues to be a going concern due to the efforts of everyone who pitched in and helped. Thank you, thank you so much!

Paul Babin - President

Andrée Crépeau - Vice President

Russell Rollinson - Registrar

Bill Goldston - Treasurer

Patricia Babin - Secretary

Rosalind Wright - WoW Coordinator
Tim Babcock - Rides Captain
Erin Phillips - Member at Large - Newsletter
Chris Milburn - Member at Large
Stephanie MacLellan - Member at Large
Seetanshu (Mikah) Kukreti - Member at Large

May the wind be always at your back,

Paul Babin, President
November 2020

FINANCIAL SUMMARY

Velo Cape Breton had less than successful year financially in 2019/2020 with a net loss of \$1124, largely due to the cancellation of our primary fundraiser, the Cabot Trail in 4 Days Bicycle Tour. Revenues and expenses are listed below, rounded to the nearest dollar. All funds reported are in Canadian dollars.

STATEMENT OF OPERATIONS

For the Current Year Ended September 30

Revenues	Current Year(\$)
• General Memberships	1245
• Cabot Trail in 4 Days	-100
• Donations	200
• Other Event Fees	4
• Bike Week CBRM Grant	600
• Clothing	1208
• <u>Shipping Revenue</u>	<u>50</u>
Total Revenues	3207

Expenses

• Cabot Trail in 4 Days	30
• Winter Potluck & Curling	531
• Postage and Shipping	75
• Clothing Purchase	1288
• Advertising	40
• Bank Fees and Interest	1
• Paypal Fees	40
• Ride Right Program	125
• AGM	102
• Insurance	1699
• Legal and Professional	31

• Gabarus Ride	50
• Office Supplies	208
• <u>Membership BNS</u>	<u>111</u>
Total Expenses	4331
Excess of Revenues over Expenses	-\$1124

Notes:

- As Velo Cape Breton is volunteer run, there are no staffing costs
- Funding from Government agencies account for less than 19% of total revenues



FINANCIAL STATEMENTS

Statement of Financial Position

Balance Sheet as of September 30, 2020

• Assets		
	Cash	33
	Chequing Account	28931
	Paypal	19
	<u>Total Assets</u>	28,983
• Liabilities		
	<u>Accounts Payable</u>	125
	Total Liabilities	125
• Equity		
	Total Assets	28983
	<u>Total Liabilities</u>	125
	Total Equity	28,858

Statement of Changes in Equity

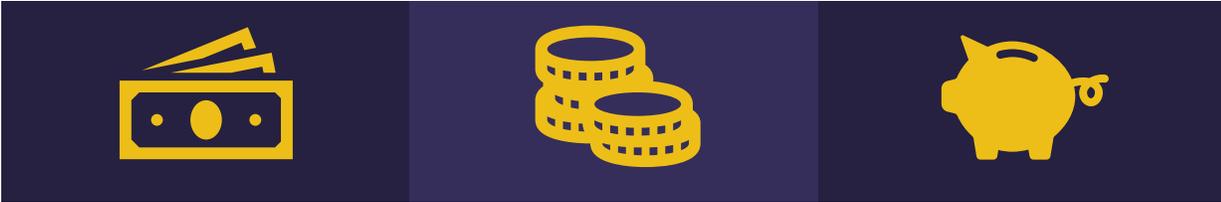
• Net Profit/Loss (this year)	28,858
• Net Profit/Loss (pervious year)	29,982
• <u>Excess of Revenue over Expenses</u>	-1124
Total Liabilities and Equity	28,983



NOTES TO FINANCIAL STATEMENTS

Accounts

To provide Velo Cape Breton members with the ability to pay for memberships, rides, and store purchases using e-transfer, we are banking with TD Canada Trust.



Debt

Velo Cape Breton does not in general borrow money to fund annual operations or to fund capital projects. All funds necessary for these activities are drawn from the retained earnings of previous years which have been built up through fund-raising activities over the past fifteen years of operation. Currently, the association does not have any loans, nor is there any expectation of a requirement to borrow money in the future.

HST

As a not-for-profit entity, and because of our limited cash flow, Velo Cape Breton does not need to collect or submit HST to the federal government.