



## **Project Summary:**

Cycle Transitions (CT) is a youth-focused initiative that will contribute to an increase in safe cycling in Northumberland County. We will be delivering safe cycling education programs through a program called CAN-BIKE Instruction. As well, we will set up a workshop where youth will learn to repair and maintain bicycles. The workshop will be open to all cyclists, but have a focus on youth and people who don't have the skills to repair the bike themselves, the funds to repair the bike, or access to equipment or facilities to do this.

CT will deliver Can Bike courses, one of which will certify Junior Instructors - high school aged youth who, in return for free certification, will assist in the instruction of elementary school aged children - either in after-school programs or as part of community summer camps. The youth instructors will be able to use these hours towards their high school graduation requirements.

Initial start-up funds have been provided through an Ontario Government's *Healthy Communities Funding Grant*.

## **Project Description:**

### 1. Purpose Vision, Mission

a. Purpose: The purpose of CT is to support safe cycling in Northumberland County, especially to youth - the new generation of cyclists - through access to and the provision of cycling education and training, safe bicycles, and related services.

b. Vision: Our vision is of Northumberland County as a safe, sustainable community i.e., one where a new generation of cyclists can commute through the safe and efficient use of a bicycle for day trips in and around the communities of Northumberland.

c. Mission: CT will:

i. provide education services and resources which will actively promote and lead to safe cycling habits;

ii. enable Northumberland youth to gain "Community Hours" as per the requirements for an Ontario High School Diploma

iii. encourage self-reliance through education in basic and advanced levels of maintenance by making available an active workshop space facilitated by knowledgeable volunteers;

- iv. support cycling through a "sweat equity" program, where youth can recondition donated bicycles for the community, and in the process "earn" a bicycle for themselves.
- v. encourage the use of bicycles as a viable form of transportation for the public at large.

2. Structure: There will be two components to the organization – a cycling educational program and a bicycle repair/maintenance facility. We will be delivering safe cycling education programs through a program called CAN-BIKE Instruction. And, we will be setting up a workshop where bicycles can be repaired and maintained, the emphasis being placed on youth and people who don't yet have the skill sets to repair and/or maintain bikes, but who will have the opportunity to learn such skills.

### 3. Cycling Educational Component:

- i. Educational services will be provided in the form of CAN-BIKE instruction. A significant focus will be given to, but not restricted to, youth. The delivery of these will be through YMCA Northumberland and Cycle Transitions.
- ii. Can Bike Junior Instructor courses will be offered to high school students. They will in turn be able to complete the "Community Hours" requirement for their high school diploma by assisting in the instruction of elementary school students.
- iii. Maintenance and repair skills will be taught on an on-going and as-needed basis to individuals who bring their bicycles in for repair.
- vii. A series of workshops similar to BIKE's "Home Mechanic Series" (BIKE is the Peterborough Community Bike Shop). The series may be held in the fall and spring, and address different skills such as: fix flats, fix and maintain brakes, shifter and derailleur repair and maintenance, hubs and headsets, truing wheels, bottom bracket adjustment and maintenance, healthy living through cycling.

4. Bicycle Repair/Maintenance Facility: this facility will be available for all interested member cyclists but will be tailored for youth and lower income persons who would not otherwise be able to repair their bicycles. The Town of Cobourg has graciously provided this facility on a temporary basis (we hope to have this at least one full year) as space for working on bicycles, dismantling old unusable bikes, and storage of bikes in the process of, or waiting for, repair.

### **Project Objectives:**

- increase safe cycling in Northumberland County
- teach youth and others, the fundamental skills of safe cycling
- deliver safe cycling instruction to interested members of the Northumberland community
- provide an opportunity for high school students to gain their Community Hours as part of their requirements to graduate
- provide a location where bicycles can be repaired and maintained
- teach bicycle repair and maintenance skills
- provide an opportunity for youth to earn a safe bicycle through their "sweat equity"

## **Membership:**

Membership rates for Cycle Transitions are as follows:

Single - \$30/year

Family - \$50/year

Cycling club members (Northumberland Hills Cycling Club, Cobourg Cycling Club and Ganaraska Freewheelers) receive a \$5 discount.

Membership entitles persons to access to an available workstation, tools, and the instruction of CT volunteer mechanic. Alternatively, members of the public can “rent” available time in the shop at the rate of \$5/hour.

## **Volunteers:**

CT will rely on volunteers for all aspects of its operation. Interested individuals will be needed for initial start up activities, then for various on-going tasks. For the shop, at least two people will always be scheduled during operating hours – one to oversee the admin activities (recording who’s in the shop, tracking parts, sale, etc.) and one to be there to oversee and provide instruction for those working on bicycles. Volunteers will be needed to assist Can-Bike programs, one example being helping with bicycle festivals (rodeos) in schools.

## **Parts:**

Bicycle parts will be available for sale at the shop. Some new basic parts – tires, tubes, cables, brake pads – will be on hand for standard “department store” bikes (those looking for parts for “high end” bikes will be directed to one of the local bike stores.) Used parts from dismantled bicycles will also be available for a nominal price.

## **Tools:**

CT will acquire a selection of tools for use at the shop. Initial funds for this will come from the Healthy Communities Funding Grant. Additional tools will be purchased as needed and as funds are generated through membership and sales of parts.

## **Donations:**

CT will accept donations of tools, parts and bicycles. At present, due to our organizational structure, no income tax receipts can be issued for donations.

## **Facilities:**

CT will share facilities with Go Green Together (GGT) at 439 D’Arcy St. We will primarily use the old cafeteria room at the west end, but not exclusively. GGT will use the seminar and board rooms to the

east, but not exclusively. We will use one of the seminar rooms for our CAN-BIKE courses, they will use our space for various events as needed (ie. rain barrel sales). We will split the \$542 monthly “rent”.

Directions to CT: in the southbound lanes of D’Arcy St., take the first driveway south of the north roundabout. Once in this driveway, take the first right to go behind our building. Proceed to the north end where parking is available. Bikes can be locked to or put in the chain link enclosure, automobiles can park in the parking lot. Entrance is via the front doors facing D’Arcy St.

**Insurance:**

Our operations will be covered under GGT’s insurance policy. Judy S-T and Rick will meet with the provider to determine additional costs for CT’s operations.

**Banking:**

CT will establish its own bank account. Once the grant funds are deposited in GGT’s account, it will be transferred to CT’s. Accounting procedures will be established to meet GGT’s requirements as well as the grants requirements. (Jenica Nonnekes and Jane Lakotos)

**Internet/Phone:**

CT will share GGT’s phone and internet arrangements. (2 phone lines, 120 gb broadband limit).

**Website:**

A website -[cycletransitions.org](http://cycletransitions.org) – will be created. All members will be encouraged to “subscribe” so that they will automatically receive any news items through their email (similar to cycling clubs).

**Work Stations:**

We will start out with two work stations. Use of these is on a first come first served basis. Limits on length of time used will be based on number on demand.

**Income:**

Income will be in the form of sale of memberships, shop rental, bike sales, and parts sales.

**Target Opening Date:**

Saturday, September 8, 2012 at 10:30 a.m.

## **Start-up Teams:**

### **Can-Bike Instruction**

Lead: Paul Mills. Instructors: Bruce Bellaire, Maria Garrett, Rich Tyssen, Lee Shooter, Jen Poole and Rick Nonnekes

Six volunteers have already taken the required courses to be certified as Can-Bike instructors. These six will teach the courses. Others are needed to assist with events such as bicycle festivals (used to be known as bicycle rodeos) in schools.

### **Work Station**

Lead: Dave Singfield. Assisted by Mike McLelland, George Hussey, Bruce Bellaire, Luke deSadeleer  
This crew will be setting up the work stations. Determine what equipment is needed, how much work space, what procedures for use. At present we plan to set up two stations.

### **Parts storage**

Lead: Roy Martin. Assisted by Mike McLelland, Anthony Bassutti, Jake Torrie, Brendan Brown  
This crew will be setting up the storage system for new/used parts and bicycles awaiting rebuilding and/or for sale. Determine what materials are needed, where and what system for access.

### **Administration**

Lead: Rick Nonnekes. Assisted by Sharon Weese, Jenica Nonnekes, Sue Throop, Mike McLelland, Jen Poole, Maria Garrett

This crew will be setting up the admin area, the procedures for record-keeping, sales, membership, etc.

## **Notes on Organizing meeting (July 23).**

Dave Singfield is determining what equipment is needed for the 2 work stations we are setting up. Once funds are in hand (2 or 3 weeks yet), he will order/purchase/acquire these.

Roy Martin is determining what is needed to construct basic storage units for the bikes and parts. Several work days will be set for folks to come in and help with this. One will be to construct bike hanging frames from 2x4's.

Paul Mills is already working at determining what Can-Bike courses will be delivered this fall and their locations.

I've got a crew that is already working at setting up the admin side of things. Jenica Nonnekes is setting up accounting, Sharon Weese is working on the database, and I will be meeting with Anita as soon as possible to get website design going. Jen, Sue and Mike - you've also indicated an interest in helping out with the admin side. I'll be arranging a meeting for the admin folks sometime the second week of August to review what's being done and still needs to be done.

We're putting together a "wish list" of things - computer, filing cabinets, storage bins, etc. Once this is ready we'll put that out to the community to see if we can get donations (as an aside, it's too bad we didn't have this ready a few weeks ago, Luke deSadeleer just got rid of a lot of similar items as he was downsizing before moving to a condo by the harbour...).

A number of folks indicated they are interested in volunteering on a regular weekly basis. We'll look to train them to be scheduled for one of the times we'll be open weekly - once we've started up. An admin person and a mechanic instructor will be scheduled for all opening hours. Discussion still needs to take place to determine number of times and number of hours we'll be open each week.

We've got a number of bicycles (in various states of repair already committed for donation, but we'll wait with the public call for donations until after start-up.