



## Active Transportation Advisory Committee

### MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, March 27, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

**Committee Members Present:** Ian Morton – Vice-Chair Presiding, Councillor Burbach, Councillor Nijjar, John Lewis, Pat Ranney – Cycle Stratford Representative

**Staff Present:** Nick Sheldon – Project Manager, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

**Regrets:** Inspector Jason Clarke – Stratford Police Services, David Daglish, Felicity Sutcliffe

#### 1. Call to Order

The Chair called the meeting to order at 7:00 p.m.

Reading of the Land Acknowledgement and Moment of Silent Reflection.

Reading of the Respectful Workplace Policy.

#### 2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

#### 3. Adoption of Previous Minutes

**Motion by** John Lewis

**Seconded by** Councillor Burbach

**THAT the minutes from the Active Transportation Advisory Committee meetings dated January 24, 2024 and February 28, 2024 be adopted as printed. Carried**

## **4. Business Arising from Previous Minutes**

### **4.1 Bike Month Event Update**

A discussion regarding the bike month event took place. Highlights of the discussion included:

- Vicky Trotter reported that the special event application and site plan for Market Square has been submitted. The approval letter has been received from the Director of Infrastructure Services and staff is working on the final road closure permit for Sunday, June 2, 2024 from 9:00 a.m.- 1:00 p.m., with the actual event taking place from 10:00 a.m. - 12:00 p.m.
- Ms. Trotter has requested the bike valet for Market Square and arrangements will need to be made to have it picked up and brought to the event.
- A letter has been drafted and will be sent to all residents and business owners in Market Square for their awareness of the event and road closure. Ms. Trotter will send it out approximately one month prior to the event.
- For the site plan in Market Square, there will be areas set up for the bike corral, Cycle Stratford, Stratford Police, a prize table and a large space for a bike rally and the popular bubble machine.
- Pat Ranney noted that Cycle Stratford has their usual Sunday ride that day at 9:00 a.m. and members will make their way to Market Square after.
- Councillor Burbach suggested refreshments be available.
- The Pride March on Lakeside Drive is also this day; however, it runs after the bike event from 1:00-2:00 p.m. and Pride in the Park follows from 2:00-4:00 p.m. Vicky Trotter will contact Pride organizers and let them know about the Bike event.
- Pat Ranney will inquire with Cycle Stratford about the contact for bike tune ups.
- There will be sidewalk chalk and a mini bike course set up for kids.
- Ms. Trotter will coordinate with the BIA and follow up with David Daglish who had previously volunteered to reach out to the HPHA.
- Ms. Trotter will follow-up with Inspector Clarke to confirm officers will be in attendance to ride with the kids, do bike registrations, helmet fittings, etc.
- Councillor Burbach volunteered to create a poster to advertise the bike event. The goal will be to have it finished by mid-April and start advertising in May. Councillor Nijjar noted that he may have a contact that would donate printing services to print large posters if the committee would like.

## **4.2 Report Card Update**

Vicky Trotter reviewed the layout and updated data for the Report Card. The new layout and larger font now meet accessibility standards for the City's website. Pat Ranney suggested the next report card could include the goals set for the year and how the City did in attaining them or areas they fell short of.

Ms. Trotter will send a draft to members for their feedback once she receives it from the designer. Nick Sheldon noted that one of the recommendations for the Transportation Master Plan is a report card. There are some criteria for doing any changes and can be referred to moving forward.

## **4.3 Stratford Side Trail Signage Update**

Vicky Trotter reported that Felicity Sutcliffe previously provided a draft layout of the new side trail signage for members to review and provide feedback. The City logo and Active Transportation Advisory Committee will be added to the sign and the QR code will link visitors to the City of Stratford website that will then direct them to a page with Avon Trail information, such as a map. Once Ms. Trotter receives the first proof, she will send it to members for their feedback.

## **4.4 Update on Bike Racks**

Councillor Burbach and John Lewis reviewed possible locations for the new bike racks and narrowed it down to ten spots. They are awaiting the last quote and will share the information with ATAC members and the BIA. Councillor Burbach discussed the possibility of having sponsors for the bike racks and what the City's policy is regarding this or if the BIA has a policy. Ms. Trotter will investigate the policies and report back. Once the design and locations have been chosen, a review by the Heritage Stratford Advisory Committee and the Engineering Department will be required. Councillor Burbach will put together a proposal that includes designs, locations, costs, etc. that can be provided.

## **4.5 2024 Ontario Bike Summit**

Pat Ranny reported that ATAC members can now purchase a one-day pass for the summit if they would like to attend for one day. Members would be interested in attending on Thursday, April 4, 2024. Pat Ranney and either John Lewis or Felicity Sutcliffe will attend.

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT the Active Transportation Advisory Committee spends up to a maximum of \$600.00 + H.S.T. to send up to two (2) committee members to attend the 2024 Ontario Bike Summit on Thursday, April 4, 2024. Carried**

## **5. New Business**

### **5.1 Advisory Committee Budget Memo**

Vicky Trotter is reminding all committee members that discussions and plans for their 2024 budget funds should be set in place by the end of June, prior to the summer break. This will allow enough time for members to complete tasks and projects and get invoices submitted for payment by the end of the year. If the committee chooses to re-allocate any funds to a different project, this will allow enough time to send the request to Council for approval. Any amount left over in the 2024 ATAC budget will not be carried over to next year's budget.

### **5.2 School Travel Planning**

Members would like to revisit the school travel planning project that has been done in the past with local schools promoting active transportation. Vicky Trotter will inquire about what schools have participated and where the stencils were used. Ian Morton volunteered to assist with this project and reach out to schools.

### **5.3 Outdoor Gym**

John Lewis noted a recent article in the newspaper regarding a new outdoor gym on Shakespeare Street. He suggested that perhaps this would be a great location for a bike rack. Vicky Trotter will follow-up with City staff and inquire if a bike rack has already been planned for.

**Motion by** John Lewis

**Seconded by** Pat Ranney

**THAT the Active Transportation Advisory Committee recommends that Stratford City Council include bike racks in the construction of the new outdoor gym on Shakespeare Street. Carried**

### **5.4 2024 Sidewalk Tenders**

Nick Sheldon reported that a tender is being released on Tuesday, April 2, 2024 for construction on missing sidewalk links this summer. The locations include the following:

- St. Vincent Street (Cambria Street to West Gore) which will complete the perimeter around the hospital;
- Forman Avenue (Huron Road to Hibernia Street) which was a previous recommendation from ATAC.

## **6. Date of Next Meeting**

The next meeting is scheduled for April 24, 2024, at 7:00 p.m. at the Stratford Rotary Complex, Mansbridge Room.

## **7. Adjournment**

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT the March 27, 2024 ATAC meeting adjourn. Carried**

Start Time: 7:00 P.M.

End Time: 7:58 P.M.