



Active Transportation Advisory Committee

MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, September 25, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: David Daglish – Chair Presiding, Councillor Jo-Dee Burbach, Councillor Harjinder Nijjar, John Lewis, Ian Morton

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

Also Present: Inspector Jason Clarke – Stratford Police Services, Pete McDonnell – Cycle Stratford

Regrets: Pat Ranney – Cycle Stratford Representative, Christine Lee – Avon Trail Representative, Kelley Teahen

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 Councillor Nijjar

Seconded by John Lewis

THAT the minutes from the Active Transportation Advisory Committee meeting dated June 12, 2024 be adopted as printed. Carried

4. Delegation:

Pete McDonnell from Cycle Stratford addressed ATAC members regarding a proposal to sign the Festival Bicycle Route in Stratford. Mr. McDonnell previously shared the outline of the proposal with members. Cycle Stratford is looking for an endorsement from ATAC supporting the proposal. He would like to discuss how to move the proposal forward and to work with the City's Engineering Department regarding the implementation of a route such as this and ultimately obtain approval from Council.

Vicky Trotter stated that if ATAC wishes to endorse the request to sign the route throughout the City, a motion could be made to do so. Ms. Trotter would liaison with other City staff to write a management report for Council asking for their approval.

Mr. McDonnell inquired what would be the best way to get City staff involved in the implementation. Nick Sheldon stated once Council has given their approval to the proposed route, staff would proceed with the design of the signage, lay out the locations of the signs for the route, pricing and quotes for signs and installation of the signs throughout the City.

Ms. Trotter stated that Cycle Stratford and the City would be required to obtain multiple quotes on the signage prior to the proposal going to Council. Ms. Trotter also inquired if Cycle Stratford is willing to look into smaller signs rather than the proposed 8X10. Mr. McDonnell stated that they are very open to exploring sizes and colours. Ms. Trotter suggested obtaining the quotes prior to sending the request to Council, as this will give them a better idea of the scope of the proposal. The cost of the overall project would differ depending on contractor costs and/or the amount that City staff is able to assist. If Cycle Stratford is looking for a partnership with ATAC, staff and Cycle Stratford would work together on obtaining quotes, but if Cycle Stratford is solely taking on the project and ATAC is a sponsor, then all approvals for funds would go through Council to be put towards the sponsorship. Ms. Trotter inquired if Cycle Stratford has investigated the grant process for this project. Mr. McDonnell stated they had not looked into it for this project.

Councillor Burbach inquired if an outside group would be permitted to fund a project such as this and if this would be required to be an ATAC project versus a Cycle Stratford project. Ms. Trotter stated that if it is a collaborative joint project between ATAC and Cycle Stratford building the project together then it is a partnership between the groups. If Cycle Stratford is solely responsible for the project and is looking for in-kind support from staff for installation or money from the City, then it would be considered a sponsorship and they would apply for grant funding. Councillor Nijjar stated that, if it is a sponsorship for a Cycle Stratford project, whose ownership is it after the installation, the City or Cycle Stratford. Staff stated the signs would become part of the City's infrastructure.

David Daglish inquired if Cycle Stratford would be willing to implement the route in phases spread out over a couple of years. Mr. McDonnell stated that yes, they would be willing to do that.

Councillor Burbach inquired if Cycle Stratford plans on fundraising for a portion of the project, in-kind support from staff and a contribution from ATAC. Mr. McDonnell stated that Cycle Stratford has a very small budget and could potentially fundraise for a portion of the funds, however, it would be their hope that the City could provide the in-kind funding for the installation of the signs and that ATAC provide the remainder of the funding. Councillor Burbach stated that this project sounds like it would be a good fit for the community grant program offered by the City, as it is a direct investment in the community.

Nick Sheldon noted that there would need to be some legal consultation regarding where the signs are placed to insure that people are not being directed somewhere that is not safe. Councillor Burbach noted the Parks Board would also need to be consulted for the routes through the park system.

Motion by Ian Morton

Seconded by Councillor Burbach

THAT the Active Transportation Advisory Committee partners with Cycle Stratford to form a working group to investigate the details of a Festival Bicycle Route in Stratford;

AND THAT up to (3) members of ATAC will participate in the working group and report back to the Committee monthly with updates on the progress of the Festival Route proposal. Carried

5. Business Arising from Previous Minutes

5.1 Update on New Bike Racks

John Lewis shared prototypes of the two proposed styles of bike racks. One style is heart-shaped and the other is a circle. The heart-shaped ones will be painted red and the circular ones will be painted black.

A list was submitted to Engineering of the proposed posts that the racks could be installed on. There were only three of the proposed locations that staff suggested should not be used.

The overall combined budget between ATAC and the BIA was \$5,500.00 and the final quote came in just under.

Motion by John Lewis

Seconded by Councillor Nijjar

THAT the Active Transportation Advisory Committee spends up to a maximum of \$3,000.00 from their 2024 budget to purchase (12) heart-shaped and (2) circle-shaped bike racks. Carried

5.2 2024 ATAC Budget Review & Update

Vicky Trotter reported that ATAC has spent their budget funds on the annual report card, cycle month, school travel planning (stencils), bike racks, Avon Trail wayfinding sign and a portion of their conference budget on the bike symposium attended by Pat Ranney and John Lewis. There is a small amount left in this budget, but otherwise ATAC has spent their funds for 2024.

6. New Business

6.1 2025 Budget Request for Council

ATAC members discussed plans for events and projects for 2025.

Motion by Ian Morton

Seconded by Councillor Harjinder

THAT the Active Transportation Advisory Committee requests a 2025 budgetary figure of \$11,000.00 from the City of Stratford as follows:

- **Report Card:** \$250.00
- **Cycle Month:** \$500.00
- **School Travel Plan (stencils)** \$2,000.00
- **Bike Racks:** \$3,500.00
- **Wayfinding:** \$4,000.00
- **Conferences and Workshops:** \$750.00

Carried

6.2 Erie Street Repaving/Bike Lanes

John Lewis inquired if when they are resurfacing Erie Street, will they be adding bike lanes. Nick Sheldon stated that the funding for the work is coming from the MTO. They have applied for Erie Street to be three lanes with a buffer bike lane and are awaiting on approval for that. Erie Street was designed for the three lanes and bike lane.

6.3 Safety Concern at York and Ontario Streets

Councillor Burbach raised concerns about the safety of pedestrians trying to cross Ontario Street at York Street (at Shakespeare Gardens/Courthouse). There are a lot of people that try crossing there and it is not safe with the speed of traffic coming around the bend on Ontario Street heading towards the bridge. She questioned if ATAC have future discussions on the safety of this area and recommend possible solutions.

Councillor Burbach suggested if members could give some thought on solutions and they can discuss options for traffic calming, bike lanes, pedestrian crossing options, etc. at the next meeting.

6.4 Transportation Master Plan Update

Nick Sheldon updated members that at the September 23, 2024 Council meeting, the multi-use trail on the south side of Oakdale Avenue from O'Loane to Forman was approved.

7. Date of Next Meeting

The next ATAC meeting is scheduled for Wednesday, October 23, 2024 at 7:00 p.m. at the Stratford Rotary Complex in the Mansbridge Room.

8. Adjournment

Motion by John Lewis

Seconded by Councillor Nijjar

THAT the September 25, 2024 ATAC meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 8:28 P.M.