



# Active Transportation Advisory Committee

## MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, September 28, 2022 at 7:06 p.m., electronically.

**Committee Members Present:** David Daglish – Chair presiding, Councillor Burbach, Councillor Vassilakos, Bernard Goward, John Zelek, Donald Hathaway, Pat Ranney and Lee Chandler, Inspector Jason Clark – Stratford Police Services, Felicity Sutcliffe – Energy & Environment Advisory Committee

**Staff Present:** Tatiana Dafoe – Clerk, Vicky Trotter – Recording Secretary, Nick Sheldon – Project Manager

**Also Present:** Sarah Merkel – HPPH, Shanna Cardno – HPPH

### Regrets:

#### 1. Call to Order

The Chair called the meeting to order at 7:06 p.m.

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

None declared.

#### 3. Adoption of Previous Minutes

The minutes from the Active Transportation Advisory Committee meeting dated June 22, 2022 were not circulated prior to the meeting and therefore will be listed on the next agenda for approval.

#### 4. Business Arising from Previous Minutes

None noted.

## 5. New Business

### 5.1 2023 Budget

David Daglish indicated that to date no funds from the budget have been spent. He requested recommendations from the committee for the 2023 budget.

Councillor Vassilakos noted the stenciling project has been recommended by the Infrastructure, Transportation and Safety Sub-committee for installation this fall. Provided the project receives final approval the costs will be paid from the 2022 budget.

Mr. Daglish confirmed that wayfinding funds in the 2022 budget were for a large entrance sign to the T.J. Dolan.

Councillor Vassilakos recommended school travel planning be included in the 2023 budget.

Bernard Goward present at 7:10 p.m.

In response to questions from the committee Councillor Vassilakos confirmed unused funds cannot be carried over to the next year.

Councillor Burbach noted she forwarded the report card to the members of the group and questioned if the hiring of a graphic designer could take place this year and the funds from the 2022 budget used.

Vicky Trotter confirmed that a motion to spend the money on a graphic designer is required to start the process.

**Motion by** Councillor Vassilakos

**Seconded by** Donald Hathway

**THAT the Active Transportation Advisory Committee hire a graphic designer to complete the record card at a cost of no more than \$500.**

At request of the committee Councillor Vassilakos provided an overview of the school travel planning project noting a committee is created including school representatives, police, and other various groups. The project includes promotion of walking to school, review of infrastructure in place and potential improvements. It was noted that a large part of the project is understanding parent behaviour and learning how to mitigate this.

Vicky Trotter absent at 7:15 p.m.

Sarah Merkel noted data has been gathered regarding the reason for parents choosing to drive their children to school or why they allow them to walk or bike.

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There are many factors including cross bordering and lack of access to bussing. She noted the HPPH works with three schools a year to provide in-depth assistance.

Councillor Vassilakos noted that two to three members of the committee will be required to form a sub-committee for school travel planning. In the event members are not willing to participate the project cannot move forward and funding is not required.

Mr. Daglish left the meeting and returned at 7:21 p.m.

Ms. Merkel noted the 2022 budget included:

- Report Card: \$500.00
- Conferences and Workshops: \$1500.00
- Wayfinding: \$5,000.00
- School Travel Planning: \$1500.00
- Cycle Month Promotion: \$500.00

A discussion took place regarding the funds for cycle month. It was noted that funds were not required this year as no prizes were purchased and promotions were completed via social medial. Ms. Merkel suggested the funds in 2023 should be used towards the launch of bike month with a kickoff event.

Pat Ranney questioned where the funds for bike racks would come from.

Councillor Vassilakos stated the cost to purchase bike racks falls under Community Services and ATAC can provide suggestions towards locations.

Felicity Sutcliffe noted Gallery Stratford and Upper Queens Park do not have any bike racks.

Tatiana Dafoe will confirm who determines where bike racks are placed in the park system.

Mr. Daglish summarized the items discussed for the budget.

A discussion took place regarding the funds for conferences and workshops and hosting workshops rather than sending one or two members to a conference. This may increase public engagement.

Mr. Daglish called the question on the motion to hire a graphic designer to complete the report card.

**Carried.**

Ms. Sutcliffe questioned if the entrance signs to the T.J. Dolan have not been made yet and if the money cannot be spent this year.

Mr. Daglish confirmed it is part of a long term project and will be included. Councillor Vassilakos noted staff capacity being a concern and that the money should be included in future budgets to ensure funding is available when the project moves forward.

John Zelek absent at 7:39 p.m.

Ms. Dafoe noted that staff challenges have taken place and it will be noted during budget discussions that the project was unable to move forward during 2022 for this reason. She stated this is an important project and thanked the Committee for their understanding.

John Zelek present at 7:39 p.m.

A discussion took place regarding removing the report card from the budget items for 2023. Ms. Dafoe noted it may be beneficial to keep the item in the budget in the event we cannot project with the project this year due to time constraints. In the event the Committee wishes to use the funds for an alternate project next year a motion would be required.

Donald Hathaway noted it would be beneficial to keep the funds flexible.

Councillor Vassilakos recommended updated the project to public communications and report card to keep the funds more open ended.

**Motion by** Donald Hathaway

**Seconded by** Councillor Vassilakos

**THAT the Active Transportation Advisory Committee requests a 2023 budgetary figure of \$9,000.00 from the City of Stratford as follows:**

- **Report Card and Public Communications: \$500.00**
- **Conferences and Workshops: \$1,500.00**
- **Wayfinding: \$5,000.00**
- **School Travel Plan: \$1,500.00**
- **Cycle Month Launch Event: \$500.00**

**Carried**

## **5.2 E-Scooter**

Sarah Merkel introduced Shanna Cardno from Huron Perth Public Health to present regarding e-scooters.

Ms. Cardno stated she is the Injury Prevention Lead for HPPH. She noted that e-scooters are becoming increasingly more common in communities and

predominately used by youth and young adults. Municipalities are permitted to implement by-laws regarding e-scooters, however, there are a range of guidelines including speed and helmet regulations which must be followed. A pilot project ending December 31, 2024 requires riders to be 16 years of age or older and wear helmets. Ms. Cardno noted the Region of Waterloo implemented a by-law which requires all riders to wear a helmet regardless of age. She noted next steps range from choosing to not proceed to an education campaign or advocating for helmets.

John Zelek questioned if active transportation refers to human powered and if ATAC is the correct committee to be looking at e-scooters.

Donald Hathaway noted he agrees with the advocacy of helmets, however, he has concerns with how quiet e-scooters as they can sneak up on your quite suddenly.

Councillor Vassilakos noted communities, including Ottawa, have challenges with e-scooters being left places they are not meant to be, on sidewalks and bike lanes. Part of the mandate is promoting safety of all road users and interactions between them.

Ms. Merkel noted the item was brought forward to ATAC as they are an engaged group of citizens with an understanding of the community and to receive recommendations on next steps.

A discussion took place regarding e-bikes also being included in the discussion and potential recommendation.

Councillor Vassilakos suggested the HPPH present to the Infrastructure, Transportation and Safety Sub-committee.

Ms. Dafoe noted the City of Stratford has not adopted a by-law to permit e-scooters or participated in the pilot project therefore it would be beneficial to frame the presentation around not having a by-law in place currently.

Councillor Burbach questioned if a referral should be made to have the HPPH present to Infrastructure, Transportation and Safety Sub-committee.

Ms. Dafoe noted that the committee can made a recommendation to Council regarding e-scooters and that HPPH reach out on their own to present at a future meeting.

Mr. Daglish noted that the item be left with the HPPH at this time and the Committee revisit the item at a later time if public discussion takes place.

Ms. Merkel stated if the City of Stratford decided to adopt a by-law in the future public engagement would be completed to determine what the by-law includes.

Inspector Clarke stated Stratford Police Services are concerned with the safety aspect of e-scooters and how quiet they are.

## **6. New Business**

### **6.1 Coordinated Promotion Plan**

Sarah Merkel noted that ATAC discussed a coordinated promotion plan through transit. Councillor Vassilakos, Mike Beitz, Mike Mousley and herself met and drafted a plan of promotion to inform citizens about active transportation opportunities, facilities and safety information.

Ms. Merkel reviewed the draft plan with ideas for specific months including the following:

- January – indoor walking track;
- February – winter walk day;
- March – Active Transportation Advisory Committee and report card;
- April – bring your bike on the bus;
- May – walking month;
- June – bike month;
- July & August – heat safety, back to school;
- October – snow angels, winter walk days, Halloween safety, walking tracking.

### **6.2 Upcoming Items**

Sarah Merkel asked for accessibility and sidewalk connection to be listed on the February agenda and for a sub-committee to begin a plan for bike month in April.

Councillor Vassilakos stated the School Travel Planning Group should commence in January.

Coucillor Burbach noted a number of sidewalks are scheduled to be completed.

### **6.3 Farewell to Sarah Merkel**

Don Hathaway noted that this is Sarah Merkel's last meeting, thanked her and wished her well.

David Daglish stated he is looking forwarding to have Ms. Merkel return in the future and thank her for all her work.

### **6.4 Speed Reduction**

Councillor Vassilakos noted the report regarding a reduction in speed to 40km/hr would be listed on the November 14 Council agenda and the committee should be prepared to provide feedback on the report.

## **6.5 Thank You to Outgoing Councillors**

David Daglish thanked Councillors Vassilakos and Burbach for their work on the committee and wished them the best in the upcoming election.

## **7. Date of Next Meeting – January 25, 2023 at 7:00 p.m., Electronic Participation**

Tatiana Dafoe stated the next meeting would have been December 28, 2022 and questioned if the committee would like to wait until January to meet and noted that a poll could be completed to move the January meeting to an earlier date. The Chair was agreeable.

## **8. Adjournment**

**Motion by** John Zelek

**Seconded by** Councillor Vassilakos

**THAT the September 28, 2022, Active Transportation Advisory Committee meeting adjourn. Carried**

Start Time: 7:06 P.M.

End Time: 8:13 P.M.