

ACTIVE TRANSPORTATION COMMITTEE AGENDA

Date: Tuesday, April 25, 2023, 7:00 p.m.

Location: VIA Zoom Meeting

Members: Councillor J. Fogal, Chair, Councillor A. Hilson, A. Sommer, C. Lenz, R. Hendry, N. Barros, E. Devries, B. Mandarino, C. Patten, J. Dougherty

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
- 3. RECEIPT OF PREVIOUS MINUTES**
 - a. Minutes of the Active Transportation Advisory Committee meeting held on February 28, 2023.
- 4. SCHEDULED ITEMS FOR DISCUSSION**
 - a. Active Transportation Advisory Committee Terms of Reference
 - b. Trails Management: Adjacent Properties / Informal access points – Conflicts
 - c. Trail Projects – General Status Update
 - d. Engineering Update
 - e. Education Update
 - f. Encouragement Update
 - g. Evaluation & Planning Update
- 5. WORKING GROUPS**
- 6. ITEMS TO BE SCHEDULED FOR NEXT MEETING**

Next meeting: June 27, 2023
- 7. ADJOURNMENT**



**MINUTES OF THE
ACTIVE TRANSPORTATION COMMITTEE**

February 28, 2023

Minutes of the Active Transportation Committee meeting held on
Tuesday February 28, 2023 Via Zoom

Members Present: Councillor J. Fogal, Chair, Councillor A. Hilson, A. Sommer, R. Hendry, N. Barros, B. Mandarino, C. Patten, J. Dougherty, Mayor A. Lawlor (ex-officio) (signed in at 7:40 p.m.)

Regrets: E. Devries, C. Lenz

Staff Present: I. Drewnitski, Transportation Planning Technologist, M. Taylor, Senior Landscape Architect, M. Lawr, Deputy Clerk - Legislation

1. CALL TO ORDER

Councillor J. Fogal, Chair called the meeting to order at 7:05 p.m.

2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

There were no disclosures of pecuniary or conflict of interest.

3. RECEIPT OF PREVIOUS MINUTES

NIL

4. SCHEDULED ITEMS FOR DISCUSSION

a. Code of Conduct for Local Boards and Committees and Accessible Customer Service Policy

M. Lawr advised that all members must review the Code of Conduct for Local Boards and Committees and Accessible Customer Service Policy.

b. Active Transportation Committee Member Role

Councillor J. Fogal provided an overview of active transportation, its role in Halton Hills and outlined how the Active Transportation Advisory Committee was established.

I. Drewnitski outlined the purpose of the Active Transportation Advisory Committee and reviewed some of the past projects that the committee has been involved with.

Mayor A. Lawlor thanked committee members for getting involved and volunteering their time with the Active Transportation Advisory Committee for this term.

c. Underway Trail Projects

M. Taylor reviewed the following Trail Projects that are underway:

Hungry Hollow Trail Complete

Last section of the trail was opened as of January. M. Taylor advised that this May the Town will be hosting various events celebrating trails.

A. Sommer noted a section of the trail off of Main Street South that has a steep slope. M. Taylor advised that there have been some concerns regarding this and staff will continue to monitor this area.

Upper Canada College Trail

The Town partnered with Upper Canada College for the 1.8 KM trail.

Completion: summer 2023

Fairy Lake/Birchway Place trail

The clearing work was completed last fall and the construction will begin in Spring.

Completion: late spring 2023

Trafalgar Sports Park to Black Creek Estates (completion late spring 2023)

Completion: late spring 2023

d. Upcoming 2023 Trail Projects

M. Taylor reviewed the upcoming 2023 Trail Projects:

Trail Map Update (spring 2023)

Cedarvale Park (Maple Ave to Credit Valley Artisan cottage upgrades) (Fall 2023)

Glen Lawson Lands masterplan (hiking and MTB trails) (Summer/Fall 2023)

More information on this project will be brought forward to the committee at a future meeting date.

e. Active Transportation Master Plan

I. Drewnitski provided an overview of the Town's Active Transportation Master Plan including the Active Transportation Master Plan's objectives and the criteria and assumptions used during the development of the Active Transportation Master Plan.

f. Bicycle Friendly Communities

I. Drewnitski outlined the Bicycle Friendly Communities program noting that Halton Hills is a bronze level Bicycle Friendly Community.

g. Town of Halton Hills Active Transportation Updates

I. Drewnitski provided updates on the following projects:

- Signed Bike Route Implementation
- Queen Street (Highway 7) – Bike sign improvements
- Maple Avenue – Cycle Track
- Guelph & Sinclair – Multi Use Path & Bike Signals
- Halton Hills Drive
- Finalize Eighth Line EA
- 15 Side Road & 10 Side Road between Trafalgar Road and RR25 – Share the Road Signs
- High School active transportation presentation
- Share the Road car sticker (see Recommendation No. ACT-2023-0001 below)
- GO Green Event
- Bike Month 2023 (Cycling Safety & Educational Workshops)
- Active Transportation Advisory Committee
- Active Transportation Master Plan
- Bike Repair Station Expansion

- Complete Streets Guideline
- Bicycle Counters
- Bike Month 2023
- Scavenger Hunt
- Bike to School Week
- Cycling Map
- Purple Directional Signs Improvements
- Bike Swap
- Bike it to the Market
- Loop Rides
- CSHH warm up rides

Recommendation No. ACT-2023-0001

THAT the Active Transportation Advisory Committee support the implementation of the share the road car sticker safety initiative.

CARRIED

h. Active School Sustainable Travel

I. Drewnitski discussed Bike to School week and advised that he is working with other municipalities within Halton Region to promote active transportation and sustainable travel through schools. I. Drewnitski will be working with the Town of Oakville to learn best practices for the School Streets program.

i. Halton Region Active Transportation Updates

I. Drewnitski reviewed the following Halton Region Active Transportation Updates:

Paved shoulders

Regional Road 25 – 17 Side Road to north of 25 Side Road

Trafalgar Road – Highway 7 to 32 Side Road

Ninth Line

Combination of on-road bike lane, paved shoulder and multi use path

Trafalgar Road

On-road bike lanes with multi use path on both sides

Winston Churchill Boulevard

Multi use path on west side

j. Bike It Event Program for 2023

Councillor J. Fogal outlined the events for the 2023 Bike It working group program:

Bike Swap

Saturday April 22nd from 10 a.m. until 12 p.m. at the Acton Arena with all donations going to the local foodbanks.

Bike it to the Market

Saturday June 17th from 8 a.m. until 12 p.m. at the Main Street Parking lot at the Georgetown Farmer's Market.

Loop Rides

Dates to be confirmed.

CASHH warm up rides

Dates to be confirmed.

Bike Summit

Planning to take place this year, event to take place in early 2024.

Recommendation No. ACT-2023-0002

THAT the Active Transportation Advisory Committee endorse the 2023 Bike It event program.

CARRIED

5. ITEMS TO BE SCHEDULED FOR NEXT MEETING

Trail Events – Town to host various events in May 2023

Next meeting to be held on April 25, 2023 in a hybrid format

6. ADJOURNMENT

The meeting adjourned at 8:49 p.m.

Terms of Reference

Town of Halton Hills Advisory Committees of Council

Active Transportation Advisory Committee

1. Mandate of Committee

To provide advice and input to the Town of Halton Hills on matter relating to the design, construction and funding of Active Transportation Systems (multi-use pathways and inter-connecting trail systems, and on-road cycling systems) in the Town of Halton Hills. The Committee encourages citizens to use Active Transportation modes of transportation instead of driving. The Committee also monitors the implementation of the Town's Active Transportation Master Plan in cooperation with Town staff members of the Committee.

2. Goals & Objectives

- Identifying issues that impact trail and cycling development in Halton Hills.
- Informs active transportation policies, programs and facilities.
- Striving for streets and trails that provide for safe, convenient, efficient and accessible use by all users – pedestrians of all ages and abilities, persons with disabilities, cyclists.
- Supporting active transportation as a more routine component of the work/school commute, shopping, socializing and entertainment endeavors.
- Education and promotion of the environmental, social, economic and health benefits of active transportation.
- Advocating for the development of a built environment that supports an active transportation network.
- Collaborating with Regional staff to support active transportation.
- Acting as a sounding board and determining appropriate actions in response to issues and initiatives.

3. Guiding Principles

The mandate of the Active Transportation Advisory Committee is directly linked to the Town of Halton Hills Strategic Plan to:

- Foster a Healthy Community
- Foster a Prosperous Economy
- Achieve Sustainable Growth
- Provide for Sustainable Infrastructure & Services
- Provide for Responsive, Effective Municipal Government

4. Membership

The Committee will be composed of a maximum 10 representatives.

- 2 Council representatives (appointed by the Mayor)
- 8 Community representatives

Staff members may be present at meetings on an as needed basis but will not count towards quorum.

5. Recruitment, Selection of Committee Members & Member Qualifications

The recruitment process will be followed as outlined in the Town's Public Appointment Policy. Recruitment information & member qualifications may vary based on the committee's necessity of membership experience.

A cross-section of the community will be represented with particular emphasis on sectors identified by Town staff as being significant to the growth and development of multi-use and inter-connecting trails and cycling systems within Halton Hills. Community representatives will be appointed by Council based on the following criteria;

- Representative of a locally based business, industry, recreation or education sector
- Ability to commit necessary time to the committee and events
- Demonstrates a strong interest in the development of active transportation policies, programs and facilities
- Strong team work ethics and ability to problem solve
- Will conduct themselves as a representative of the Town and Town Council

6. Remuneration

There is no remuneration relating to this Committee. The community representatives are volunteers.

7. Responsibilities of Committee Members

Committee members shall:

- attend meetings as required
- provide adequate notice if unable to attend a scheduled meeting
- conduct themselves in a respectful manner to staff and other committee members
- actively participate in meetings providing support and insight to agenda topics
- adhere to the Town's Procedure By-Law

8. Chair

The Chair shall be appointed by the Mayor from the Council Members appointed to the Committee.

In the case of absence of the Chair, another appointed Council member shall act in their place and stead.

9. Meeting Dates & Proceedings

The Committee shall meet bi-monthly. Additional meetings may be called as required. Meeting dates and times will be determined and provided to the Committee at the beginning of each calendar year. Meetings may be held electronically or in-person as determined by the Chair. Times and dates may be altered or cancelled by the Committee or the Chair.

Meetings shall be conducted in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

10. Quorum

A quorum means fifty percent (50%) of the membership plus one.

Staff members shall not be included in the calculation of quorum and Committee meetings shall not proceed if quorum is not met.

11. Vacancy

The position of a member of a committee becomes vacant if the member is absent for a certain period of time as outlined in the Town's Advisory Committee of Council - Public Appointment Policy.

12. Call to Order

The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting provided quorum is present. If no quorum is present, the meeting shall not process and the meeting shall stand adjourned until the date of the next regular meeting.

In the absence of the Chair, the Vice-Chair shall assume the Chair position and call the meeting to order.

13. Voting – Motions

Members of the Committee shall declare any pecuniary interest that they may have in any matter under consideration by the Committee. Committee members shall abstain from any discussion or voting on a matter in which they have declared a pecuniary interest.

In the event of a tie vote, the motion is lost.

14. Agenda & Minutes

Committee meeting agendas and minutes will be prepared and distributed as outlined in the Town's Advisory Committee of Council - Administration Policy.

15. Town Policies, Guidelines and Procedures

Committee members shall adhere to all Town policies, guidelines and administrative procedures.

- Code of Conduct
- ACOC - Public Appointment Policy
- ACOC - Administrative Policy
- Procedure By-Law

16. Sunset Clause

The terms of Committee members shall end every four (4) years concurrent with the term of Council.

Committee Terms of Reference and Advisory Committees of Council policies will be reviewed every four (4) years.

DRAFT