

ACTIVE TRANSPORTATION COMMITTEE AGENDA

Date: Tuesday, September 26, 2023, 7:00 p.m.
Location: Esqueing Room - Halton Hills Town Hall
1 Halton Hills Drive
Members: Councillor J. Fogal, Chair, Councillor A. Hilson, A. Sommer, C. Lenz,
R. Hendry, N. Barros, 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 June 27, 2023.
4. SCHEDULED ITEMS FOR DISCUSSION
 - a. Active Transportation Advisory Committee Terms of Reference
 - b. Engineering Update
 - c. Education Update
 - d. Encouragement Update
 - e. Evaluation & Planning Update
 - f. Trails Update
5. WORKING GROUPS
 - a. Bike It
6. ITEMS TO BE SCHEDULED FOR NEXT MEETING
Next meeting: November 28, 2023

7. ADJOURNMENT



**MINUTES OF THE
ACTIVE TRANSPORTATION COMMITTEE**

June 27, 2023

Minutes of the Active Transportation Committee meeting held on Tuesday June 27, 2023 in the Esqueuing Room, 1 Halton Hills Drive and via Zoom

Members Present: Councillor J. Fogal, Chair, Councillor A. Hilson, A. Sommer, R. Hendry, N. Barros (EP), B. Mandarino, C. Patten (EP), J. Dougherty, C. Lenz (EP)
(EP – Electronic Participation)

Regrets: E. Devries

Staff Present: I. Drewnitski, Transportation Planning Technologist (E), M. Taylor, Senior Landscape Architect (E), K. Okimi, Director of Parks and Open Space (E), M. Lawr, Deputy Clerk - Legislation
(E – Electronically Present)

1. CALL TO ORDER

Councillor J. Fogal, Chair called the meeting to order at 7:02 p.m.

2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

There were no disclosures of pecuniary or conflict of interest.

3. RECEIPT OF PREVIOUS MINUTES

Recommendation No. ACT-2023-0004

THAT the Minutes of the Active Transportation Committee Meeting held on April 25, 2023 be received.

CARRIED

4. SCHEDULED ITEMS FOR DISCUSSION

Item Nos. 4.e to 4.h were discussed first.

a. Presentation from Safe Streets Halton

I. Drewnitski introduced Nick Morrison from Safe Streets Halton.

N. Morrison provided a presentation to the Committee outlining the organization Safe Streets Halton by providing the core values and vision and examples of recent activities and both current and future projects.

(Presentation on file with the Clerk's office)

N. Morrison advised the Committee that Safe Streets Halton began in April of last year and there are currently 29 volunteers between Burlington, Milton and Oakville.

Councillor J. Fogal inquired about the recruitment of volunteers to represent Halton Hills. N. Morrison noted that there has been outreach online and Safe Streets Halton is currently looking for more in person opportunities for recruitment. Councillor J. Fogal suggested members of Safe Streets Halton attend the Tour of the Hills Event.

More information on Safe Streets Halton can be found at <https://www.safestreetshalton.ca>

b. 2024 Capital Projects: New

K. Okimi and M. Taylor provided information on the following projects:

- Hungry Hollow Management Plan Update
- Silver Creek Trail Feasibility Study

The Committee discussed the idea of prioritizing the Hungry Hollow Management Plan Update project and the Silver Creek Trail Feasibility Study project in case one needs to be deferred. The Committee agreed that both projects should be pushed to be started at the same time as they are both beneficial.

- Trails Development (Fairly Lake Phase 2)

K. Okimi advised that this project is being deferred to a later year to have further public consultation.

- Trails Development (Trafalgar Sports Park Phase 2)

K. Okimi advised that this project is being deferred to a later year based on development in the area.

- Trails Development (Upper Canada College Phase 2)

K. Okimi advised that this project is being deferred while construction is underway.

- Trails Development (Glen South)

K. Okimi advised that this project will be a Bruce Trail style connection and a staff recommendation will be included in the preliminary budget submission. M. Taylor advised that public consultation would occur.

c. 2024 Capital Projects: Revitalization of Existing

K. Okimi and M. Taylor advised that this project is an enhancement of existing trails and asked the Committee for input on any other major areas needing repair or for comments on potential projects.

A. Sommer noted that the Delrex Boulevard to Cedarvale Park area is a potential project idea. R. Hendry asked staff to clarify what type of trail they would recommend. M. Taylor advised it would be a limestone screening.

Councillor J. Fogal noted that the steep area in the new part of the Hungry Hollow trails should be considered. K. Okimi advised that the Main Street EA is being done which could lead to an efficient time to do grading in that area.

J. Dougherty inquired about the Glen Lawson Master Plan. M. Taylor advised that there is no update currently.

d. Status Update on Ongoing Capital Projects

M. Taylor provided information and photos on the following ongoing capital projects:

- Birchway Place Trail connecting Birchway Place to Acton Legion with overlook – completed
- TSP to Black Creek Estates Trail – completed
- Upper Canada College (UCC) Trail – currently under construction and estimated completion time is August

The Committee asked staff to look into posting trail photos on the Town's website to promote the various trails.

e. Engineering Update

I. Drewnitski provided an update on the following projects:

- Maple Avenue – completed
- Guelph/Sinclair intersection – Will be doing a small unveiling for the Town’s first bike signal. I. Drewnitski will share the unveiling date with the committee once it is confirmed.
- Mountainview Road (Maple to John) – resurfacing almost completed, removing median and asphalt is being added on the west side
- Sargent Road – in progress
- Todd Road resurfacing – deferred to next year
- 10th Sideroad – under construction
- Sixth line resurfacing – under construction
- Halton Hills drive – fully open with bike lanes and multi use paths

f. Education Update

I. Drewnitski advised that staff are working to have Share the Road signs on 15 Side Road and that staff have been distributing Share the Road magnets for vehicles throughout Bike Month.

I. Drewnitski advised that 2 educational workshops were held during Bike Month and that a report on attendance will be brought forward to the Committee next meeting.

g. Encouragement Update

I. Drewnitski advised that the cycling map has been printed and posted online.

I. Drewnitski advised that the Town has been hosting events throughout Bike Month such as Bike to School week, Pop Up events at trails throughout Acton and Georgetown to hand out cycling maps and promote the Bike Month Scavenger Hunt. The Scavenger Hunt has had 204 submissions to date and is continuing to be promoted through the Town’s social channels.

h. Evaluation & Planning Update

I. Drewnitski advised that Public Works staff will be installing a new bike repair station by the end of summer. Staff will continue to monitor bike repair stations for necessary maintenance.

5. WORKING GROUPS

a. Bike It

Councillor J. Fogal provided Bike It's updates on the following events:

- Cycling map – Printed copies have been distributed
- Used Bike Swap – Event was successful, 60 bikes were sold and \$2450 was raised for the Georgetown Breadbasket and Acton Food Share
- Pop up Event – Was held on May 13th at the Gooderham Parkette and promoted the app What 3 Words
- Bike it to the Market – Was held on June 17th where 187 bikes were parked during the event. The Town ran activities as well through the Hey Neighbor program
- Loop Rides – These rides will be run to help cyclists train for the Tour the Hills event in September

6. ITEMS TO BE SCHEDULED FOR NEXT MEETING

Active Transportation Advisory Committee Terms of Reference

Next meeting to be held on September 26, 2023 in a hybrid format.

7. ADJOURNMENT

The meeting adjourned at 8:44 p.m.



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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 matters relating to the design, construction and funding of Active Transportation Systems, which include multi-use pathways, inter-connecting trail systems, sidewalks and on-road cycling systems. The Committee promotes the use of Active Transportation modes of transportation throughout Halton Hills and supports the Active Transportation Master Plan vision.

2. Goals & Objectives

In addition to fulfilling its mandate as an advisory committee to Council, the Active Transportation Committee will work with staff to

- Identify issues that impact walking and cycling trail development in Halton Hills.
- Strive 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.
- Educate and promote the environmental, social, economic and health benefits of all modes of active transportation.
- Advocate for the development of a built environment that supports an active transportation network.
- Provides advice to Council on Active Transportation initiatives and designations (ex. Bicycle Friendly Community).
- Provides feedback to be incorporating in Town projects related to Active Transportation initiatives when possible.

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