



ACTIVE TRANSPORTATION COMMITTEE AGENDA

Date: September 28, 2021, 7:00 p.m.

Location: VIA ZOOM

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
- 3. RECEIPT OF PREVIOUS MINUTES**
 - a. Minutes of the Active Transportation Committee Meeting held on May 18, 2021
- 4. SCHEDULED ITEMS FOR DISCUSSION**
 - a. Active Transportation Webpage
 - b. Hungry Hollow Trail construction update
 - c. Hungry Hollow Trails - Signage
- 5. SUB-COMMITTEES AND WORKING GROUPS**
 - a. Bike It Committee
 1. 2022 Work Plan
 2. Bike It Committee minutes dated May 13, 2021
 3. Bike It Committee minutes dated June 24, 2021
 4. Bike It Committee minutes dated July 8, 2021.
 5. Bike It Committee minutes dated August 12, 2021.
- 6. CLOSED SESSION**
- 7. ITEMS TO BE SCHEDULED FOR NEXT MEETING**
- 8. ADJOURNMENT**



**MINUTES OF THE
ACTIVE TRANSPORTATION COMMITTEE**

MAY 18, 2021

Minutes of the Active Transportation Committee meeting held on
Tuesday May 18, 2021 Via Zoom

Members Present: Councillor J. Fogal, Chair, Councillor C. Somerville, A. Stiehl, R. Hendry, C. Lenz, A. Sommer, S. Suprina (left at 8:00 p.m.), A. Welter

Regrets: Councillor W. Farrow-Reed, G. Price-Jones, K. Willard

Staff Present: K. Okimi, Director of Parks and Open Space;
M. Van Ravens, Director of Transportation;
M. Taylor, Senior Landscape Architect;
M. Lawr, Deputy Clerk;
R. Brown, Committee Clerk

1. CALL TO ORDER

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

2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

Councillor C. Somerville declared a pecuniary/conflict of interest with respect to the verbal update regarding the lowering of speed limits on local streets to 40 kmh from the previous meeting (Active Transportation Committee Meeting held on January 26, 2021) as he is the owner of property within the Cobblehill Road neighbourhood area, a location for this project. He did not partake in any discussions or voting on this matter.

3. RECEIPT OF PREVIOUS MINUTES

M. Van Ravens advised the committee that Council approved the 40kmh pilot project and the neighbourhoods have been selected. M. Van Ravens also advised that subject to Council approval, in 2022-2023 there could also be Automated Speed Enforcement (photo radar) programs in community safety zones/school zones.

Recommendation No. ACT-2021-0004

THAT the Minutes of the Active Transportation Committee Meeting held on January 26, 2021 be received.

CARRIED

4. SCHEDULED ITEMS FOR DISCUSSION

4.a Hungry Hollow Accessways update

K. Okimi and M. Taylor explained the difference between the types of access points to Hungry Hollow and the criteria used to determine the type of access point that is appropriate for a given area.

1. Lucinda Place

K. Okimi advised the committee that the access point located at Lucinda place has traditionally been a non-formalized entry point only defined by a post and a well-travelled grass portion. Due to increased use of this access point the property owner immediately adjacent to the access point has requested a concrete sidewalk.

The committee discussed the various ways of formalizing and noted that limestone screening may be a more appropriate way of defining the access, improving signage and having a low fence to define the property lines between the private property and the access point. The committee noted that further discussion on formalization of the trail between Lucinda and Dawson may be warranted to address environmental concerns.

2. Gooderham Drive/Maple Creek Parkette

M. Taylor advised that that there has been increased driving traffic to the access point located at Gooderham Drive and Maple Creek Parkette and they are looking to formalize the access point.

The committee discussed the various ways of formalizing and noted that limestone screening may be the best approach at defining the access and defining the property lines between the private property and the access point.

4.b Hungry Hollow West Branch Dr. Park to Downtown Georgetown update

M. Taylor advised that Phase 1 has funding, the Credit Valley Conservation Permit and is waiting for the Ministry of Conservation and Parks permit. It is anticipated that construction for Phase 1 will commence this summer (2021). Phase 2 will be tendered later this year for construction in 2022.

4.c 2022 Trails Capital Budget Requests

1. Upper Canada College Trail (Credit Valley Trail Section)

M. Taylor explained to the committee that as part of the Active Transportation Master Plan. The Upper Canada College Trail Section will be included in the 2022 Capital Budget request.

2. Birchway Place/Fairy Lake Trail

M. Taylor noted that the request for Phase 1 of the Birchway Place/Fairy Lake Trail connecting around the Acton Seniors Residence (Birchway Place to Acton Legion), will be included in the 2022 Trails Capital Budget request. Phase 2 (Birchway Place to Mill Street) will not be included at this time.

3. Trafalgar Sports Park to Black Creek Estates

M. Taylor advised the committee that included in the 2022 Trails Capital Budget requests will be the Trafalgar Sports Park to Black Creek Estates trail that runs through Holy Redeemer Cemetery. This section of trail will get users closer to Limehouse. M. Taylor noted that Black Creek Estates subdivision has land that was allocated for the future trail and the subdivision has not been assumed yet.

M. Taylor requested formal endorsement of the three 2022 Trails Capital Budget requests from the committee. The committee provided the following endorsement:

Recommendation No. ACT-2021-0005

THAT the Active Transportation Committee endorses the proposed 2022 Capital Budget requests for the trail projects of Upper Canada College Trails, Trafalgar Sports Park to Black Creek Estates Trail and the Birchway Place/Fairy Lake Trail.

CARRIED

4.d Eighth Line Environmental Assessment

M. Van Ravens advised the committee that to accommodate for growth (mainly Vision Georgetown) there will be a need to widen Eighth Line. M. Van Ravens provided an overview of the Eighth Line Environmental Assessment (EA) to the committee.

4.e Maple Avenue drawings

M. Van Ravens provided the committee with an overview of the pavement management for Maple Avenue. The committee provided some feedback that M. Van Ravens advised she would take back to the design team.

4.f Signage on Main Street North Bridge

M. Van Ravens provided the committee with an overview of the signage on the Main Street North Bridge.

5. SUB-COMMITTEES AND WORKING GROUPS

5.a Bike It Committee

Recommendation No. ACT-2021-0006

THAT the following Bike It Sub-Committee meeting minutes be received by the Active Transportation Committee:

1. Bike it Committee minutes dated January 14, 2021
2. Bike It Committee minutes dated February 11, 2021
3. Bike It Committee minutes dated March 11, 2021
4. Bike It Committee minutes dated April 8, 2021

CARRIED

6. CLOSED SESSION

NIL

7. ITEMS TO BE SCHEDULED FOR NEXT MEETING

NIL

8. ADJOURNMENT

The meeting adjourned at 9:04 p.m.



**BIKE IT COMMITTEE MEETING – SUB COMMITTEE OF THE
ACTIVE TRANSPORTATION COMMITTEE**

MINUTES

Minutes of the Bike It Committee meeting held on Thursday, May 13th, 2021, at 7:00 p.m. virtually via Zoom.

MEMBERS PRESENT: Councillor J. Fogal, Chair; A. Stiehl; H. Price-Jones; G. Price-Jones; R. Hendry; B. Borbridge; M. Collins

STAFF PRESENT: S. Biernat, Traffic Analyst; M. Lawr, Deputy Clerk – Legislation; E. Burger, Community Development Supervisor – Event & Neighbourhood Support

REGRETS: R. Hamilton; R. Carney

1. Call to order

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

2. Declarations of pecuniary interest

There were no disclosures of pecuniary/conflict of interest.

3. Approval of the minutes of the April 8th, 2021 meeting

The committee approved the minutes from the April 8th, 2021 meeting.

4. Business arising from the minutes

- a. Bike Lockers: The summer student for the Transportation department did a review of all the bike lockers in town and has made note of any deficiencies. I. Drewnitski will work with Public Works to resolve these. A. Stiehl noted that the door at the back of the bike locker at Georgetown Library is unlocked but is stuck shut. S. Biernat will pass this on to I. Drewnitski.

5. Cycling Map of Halton Hills update – Item held until next meeting

- a. Discussion of putting version on website and aiming to have printed version for 2022

6. 2021 program discussion

- a. **Used Bike Buy and Sell** – The committee discussed a new date for the event due to the extension of the Stay at Home Order. The committee agreed on the new event date as Saturday September 11th. The committee decided on adjusting the name of the event to 'Bike Swap'. The committee discussed logistics for spacing out people and bikes during the event. The committee agreed on the concept of booking appointments for looking at the bikes to help control crowding. E. Burger to look into programs that could be used for appointment booking, such as Eventbrite. The committee agreed that time needs to be allotted for test driving the bikes during an appointment slot and allowing for time to sanitize bikes in between appointments. M. Collins suggested the idea of creating a Facebook page to promote the event and possibly post pictures of some of the bikes that have been received.

- i. **Location – Moldmasters Arena can be used, date must be confirmed.** E. Burger to look into location options. The committee agreed that an outdoor space with a large parking lot is needed. The committee decided on three location options. The first option being the Norval United Church in Georgetown; the second option being Town Hall (pending on the Halton Hills Drive construction) and the third option is Mold Masters Arena, pending on availability. E. Burger to reach out to locations with desired date for event. The committee agreed that a sign would need to be displayed at the entrance of the event location reminding residents that the event is by appointment only. The committee discussed the idea of using the event location on the Saturday after the event as well to allow residents to schedule appointments to see any bikes that are leftover.

- ii. **Logistics – Covid safety**

- a. **The physical set up**

- i. **Layout and equipment required**

- 1. **Sale of donated bikes** – H. Price-Jones suggested using bike racks around the parking lot to help space out bikes. R. Hendry suggested that parking spaces could also be used to space out the placement of the bikes. S. Biernat suggested organizing bikes by type or size to allow for quicker appointments when residents arrive.

2. **Sale by owner** – The committee agreed not to do this portion of the event as it would be difficult to allow for physical distancing/sanitization of bikes.

- b. **Process for receiving donated bikes** – E. Burger to confirm with location that a storage pod can remain in the parking lot prior to the event for receiving and storing donated bikes. G. Price-Jones to confirm that the storage pod can be used for three weeks prior to the event.

- i. **Sanitizing**

- ii. **Repair**

- iii. **Pricing**

- iv. **Days and hours for receiving bikes**

- iii. **Approval from Town to host- process**

- iv. **Partners** – E. Burger made the suggestion of partnering with the Chamber of Commerce when they host their Community Spring Show in the future.

- v. **Added elements – handouts?**

- b. **Acton cycling event**

- c. **Bike Month**

- d. **Safety videos/ campaign**

7. Committee member items

- a. A. Stiehl advised that on Main Street North going over the bridge towards Acton there is one sign that states that bikes can use the whole lane. A. Stiehl noted that if this is the case there needs to be sharrows on the right lane going all the way up to Ontario Street where the huge shoulder is. A. Stiehl advised that if there are not sharrows on the road the sign should not be there. S. Biernat will look into this and bring forward to M. Roj and can bring an answer to the next committee meeting.

8. Next meeting Thursday, June 10, 2021 at 7:00 pm

9. Closure

Meeting concluded at 9:00 p.m.

Items held over for future action or discussion – pilot project, painting symbols on Multi Use path at Argyll indicating cyclists use lane closest to the road and pedestrians closest to grass, continuation of sharrows on Guelph Street near GDHS, directional signpost at Mountainview and Argyll to be straightened, installation of Bike Friendly

sign, ordering a second Bike Friendly sign, adding KMs to Repair Station signs, Status of Glen Lawson/Dufferin Aggregates property



**BIKE IT COMMITTEE MEETING – SUB COMMITTEE OF THE
ACTIVE TRANSPORTATION COMMITTEE**

MINUTES

Minutes of the Bike It Committee meeting held on Thursday, June 24th, 2021, at 7:00 p.m. virtually via Zoom.

MEMBERS PRESENT: Councillor J. Fogal, Chair; A. Stiehl; H. Price-Jones; G. Price-Jones (left at 7:15 p.m.); R. Hendry; B. Borbridge; M. Collins; R. Hamilton

STAFF PRESENT: I. Drewnitski, Transportation Planning Technologist; M. Lawr, Deputy Clerk – Legislation; E. Burger, Community Development Supervisor – Event & Neighbourhood Support

REGRETS: R. Carney

1. Call to order

Councillor J. Fogal called the meeting to order at 7:03 p.m.

2. Declarations of pecuniary interest

There were no disclosures of pecuniary/conflict of interest.

3. Approval of the minutes of the May 13th, 2021 meeting

The committee approved the minutes from the May 13th, 2021 meeting.

4. Business arising from the minutes

- a. Bike Lockers – I. Drewnitski advised that maintenance of the bike lockers will be included in the 2022 work plan for Public Works.

5. Transportation & Public Works Update

- a. Bike Month – I. Drewnitski advised that in-person events were not held but safety webinars were provided. I. Drewnitski will receive statistics for attendance from webinars.

- b. Bike Counter – I. Drewnitski advised that new projects will have bike counters, which will help with Silver Designation for Bike Friendly Community. The first bike counter will be installed along Danby Road.
- c. Bike Friendly Community Sign – I. Drewnitski has two signs to install. The Committee discussed locations and agreed upon one sign being installed near the Fire Hall at Eighth Line and 10 Side Road in Georgetown and the second sign will be installed on Highway 7 near the Acton Arena. I. Drewnitski will pass locations along to the Public Works department for installation.
- d. Eighth Line – I. Drewnitski advised that contractors will be painting a cycling symbol and pedestrian symbol on the multi-use path on Eighth Line.
- e. Tanners Drive and Barber Drive – I. Drewnitski advised that the bike lane drawings for both Tanners Drive and Barber Drive have been completed, and the work will begin this summer.

6. Bike Swap Location Update

- a. E. Burger advised that Norval United Church has agreed for their parking lot to be used for the event on September 11th, 2021 and they will allow the storage container to be placed on site prior to the event to allow for bike donations. E. Burger and Councillor J. Fogal will meet on site to assess what equipment will be needed for the event.
- b. The Committee discussed the name of the event and agreed that names can be submitted to Councillor J. Fogal so that a list of ideas can be put together.
- c. The Committee discussed the need for volunteers for the event. Councillor J. Fogal suggested adding a helmet fitting portion to the event. E. Burger to speak with the Fire department to see if they can help with this as they have hosted a helmet fitting event in the past.

7. Review Action Items

The Action Item list was review by the Committee.

8. Committee member items

- a. Riding 2 abreast – Councillor J. Fogal noted that the question of riding 2 abreast has still not been answered. The Ottawa Police department has begun promoting riding 2 abreast. I. Drewnitski will bring this back to M. Roj to discuss this concept with Halton Regional Police.

9. Next meeting Thursday, July 8, 2021 at 7:00 pm

10. Closure

Meeting concluded at 8:38 p.m.



BIKE IT COMMITTEE MEETING – SUB COMMITTEE OF THE ACTIVE TRANSPORTATION COMMITTEE

MINUTES

Minutes of the Bike It Committee meeting held on Thursday, July 8th, 2021, at 7:00 p.m. virtually via Zoom.

MEMBERS PRESENT: Councillor J. Fogal, Chair; H. Price-Jones; G. Price-Jones; R. Hendry; B. Borbridge; R. Hamilton

STAFF PRESENT: I. Drewnitski, Transportation Planning Technologist; M. Lawr, Deputy Clerk – Legislation; E. Burger, Community Development Supervisor – Event & Neighbourhood Support

REGRETS: R. Carney; A. Stiehl; M. Collins

1. Call to order

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

2. Declarations of pecuniary interest

There were no disclosures of pecuniary/conflict of interest.

3. Approval of the minutes of the June 24th, 2021 meeting

The committee approved the minutes from the June 24th, 2021 meeting.

4. Business arising from the minutes

- a. Riding 2 abreast – I. Drewnitski has been in contact with the Halton Regional Police and was advised that they are looking to host a Bicycle Safety Campaign in the future. I. Drewnitski noted that the current Town of Halton Hills by-law states that you cannot ride abreast. The Committee agreed that they would like to see the by-law changed to permit riding 2 abreast. I. Drewnitski to look into this and will pass on to the Halton

Regional Police that the Bicycle Safety Campaign should include educating both drivers and cyclists.

- b. Bike Swap Event** – The Committee discussed some details of the event with further discussion to occur at the next meeting. The Committee raised concerns about liability for the Town in hosting the event regarding the condition of bikes (for example is there a problem with tightening fittings, pumping tires and making other modest adjustments) E. Burger to speak with Town staff regarding risk management for the event.
 - i. Location** – The event can be held at Norval United Church.
 - ii. Volunteers** – Needed for bike drop off time slots before the event.
 - iii. Storage Container** – Would be needed from September 3rd or 4th to the 13th for bike donation drop offs.
 - iv. Hours to accept donations** – Monday September 6th to Friday September 10th from 5:00 p.m. to 7:00 p.m.
 - v. Advertising** – Can include the event information on the Town's website and have a sign posted at the event location.

5. Annual Work Plan – Held until next meeting

6. Review Action Items – Held until next meeting

7. Committee member items

- a. B. Borbridge** brought forward concern of the street sweeper sweeping debris into bike lanes. I. Drewnitski will notify Public Works.

8. Next meeting Thursday, August 12th, 2021 at 7:00 pm

9. Closure

Meeting concluded at 8:10 p.m.



BIKE IT COMMITTEE MEETING – SUB COMMITTEE OF THE ACTIVE TRANSPORTATION COMMITTEE

MINUTES

Minutes of the Bike It Committee meeting held on Thursday, August 12, 2021, at 7:00 p.m. virtually via Zoom.

MEMBERS PRESENT: Councillor J. Fogal, Chair; H. Price-Jones; G. Price-Jones; R. Hendry; B. Borbridge (left at 7:33 p.m.); A. Stiehl

STAFF PRESENT: I. Drewnitski, Transportation Planning Technologist; R. Brown, Deputy Clerk – Administration

REGRETS: R. Carney; R. Hamilton; M. Collins

1. Call to order

Councillor J. Fogal called the meeting to order at 7:06 p.m.

2. Declarations of pecuniary interest

There were no disclosures of pecuniary/conflict of interest.

3. Approval of the minutes of the July 8th, 2021 meeting

The committee approved the minutes from the July 8th, 2021 meeting.

4. Business arising from the minutes

- a. Bike Swap Event – The Committee discussed the committee members comfort with continuing with the event and the committee agreed that they were comfortable with continuing with the event as long as appropriate COVID protocols are in place.

The Committee had raised concerns at the June 24 Committee meeting about liability for the Town in hosting the event regarding the condition of bikes (for example is there a problem with tightening fittings, pumping tires and making other modest adjustments). Councillor Fogal stated that Town

staff had no issue regarding risk management for the event as long as it is clearly posted at the event that bikes are sold 'as is'.

The committee discussed the details of the event and established the following:

- i. Location – The event will be held at Norval United Church.
 - ii. Date of Event: Saturday, September 11, 2021 between 10:00 a.m. – 12:00 p.m.
 - iii. Proceeds of the event to be donated to the Food Bank
 - iv. Storage Container – Storage container will be dropped off on Friday, August 27th
 - v. Bike Donations will be received on Wednesday, September 8, Thursday September 9 and Friday, September 10 between 5:00 p.m. – 7:00 p.m.
 - vi. Event Set-up will commence at 8:30 am on Saturday, September 11, 2021
 - vii. Volunteers for bike drop off time slots before the event.(Sept 8 Glenn and Heather Price-Jones, Sept 9 Ramona Hendry and Councillor Jane Fogal and Sept 10 Brad Borbridge and Ryan Hamilton.
 - viii. Pricing – same as last time: Kids Bikes \$10, Youth Bikes \$20 and Adult Bikes \$25-\$80
 - ix. Volunteers on the day of the event to be coordinated by members
 - x. Equipment required arranged by Erin Burger (coming from Public Works)
 - xi. Supplies will be brought by Councillor J. Fogal (cash box, float, pricing stickers, hand sanitizer, handouts etc.)
 - xii. Advertising – will include the event information on the Town's website and have a sign posted at the event location.
- b. Riding 2 abreast – I. Drewnitski provide an update on the committees request to investigate changing local by-laws to permit riding 2 abreast. I. Drewnitski noted that he brought this topic up at the Safe Cycling Halton inaugural meeting. Safe Cycling Halton has representatives from the local Halton municipalities and various organizations and agencies such as Halton Regional Police Service (HRPS). I. Drewnitski indicated that at this time HRPS cannot support changing the by-laws right now. I. Drewnitski stated that he will continue to investigate how to move forward this initiative. Councillor Fogal noted that the Share the Road group may be a good place to start in raising awareness and developing traction.

5. Transportation & Public Works Update

a. 529 Garage

I. Drewnitski let the committee know about a great program called 529 Garage which bicycle registry app that allows individuals to register their bikes so that should their bike be stolen their may be a means of identifying the owner of the bike should the bike be retrieved. I. Drewnitski will be including information about this program on the Town's cycling page.

b. Updating Cycling Map/Brochure/Website

I. Drewnitski has been working with communications on updating the Town's Cycling Map/Brochure/Website. He provided the committee with an overview of the changes and welcomed feedback to further update the materials

6. Annual Work Plan

Councillor Fogal led the committee in a discussion about the 2022 Bike It Committee workplan. She advised the committee that they must have an annual workplan approved by the Active Transportation Committee to ensure that any resources needed, especially financial resources can be accessed by the committee to achieve the committee's goals.

The committee discussed and selected the following items to form their Annual Workplan for 2022:

1. Bike Swap (Earth Day Activities at the Public Works Yard - April 2022)
2. Loop Rides (May 2022) – Starting at the Gellert
3. Bike it to the Market (Fathers Day Weekend – June 2022)
4. Leather Town Festival (Acton) – August 2022
5. Education – Promotional Signs that humanize cyclists for motorists (campaign already in place in Milton and Burlington)
6. Education – Promotional signs that educate cyclists about being visible (for example daytime riding lights and bright clothing)

The committee will finalize the workplan at the next meeting for submission to the Active Transportation Committee for approval.

- 7. Review Action Items – Held until next meeting**
- 8. Committee member items – Held until next meeting**
- 9. Next meeting Thursday, September 9, 2021 at 7:00 pm**
(may need to be moved – conflicts with Bike Swap drop off date)
- 10. Adjourn**

Meeting concluded at 8:53 p.m.