

MINUTES

Active & Safe Routes to School Steering Committee

Date: Tuesday, September 17th, 2019

1:00-4:00 pm

Katherine Harley Rm

FACILITATOR: Andrew Clark (HEAL)

RECORDER: Emily Van Kesteren (Middlesex-London Health Unit [MLHU])

ATTENDEES: **Andrew Clark** (HEAL), **Kristy Kastelic** (Student Transportation Services [STS]), **Melissa Waters** (STS), **Sylvia Hazenberg** (Thames Valley District School Board [TVDSB]), **Allison Miller** (City of London), **Pam Ewart** (Southwestern Public Health), **Chantha Sreng** (MLHU – Child Health Team), **Saad Saif** (MLHU Nursing Student), **Alex Williams** (MLHU Nursing Student), **Gina Martin** (HEAL)

REGRETS: **Sean Wright** (Ministry of Transportation [MTO]), **Diane Szoller** (CANBike), **Alina Medeiros & Megan Graat** (HEAL), **Meagan Lichti** (Southwest Health Unit)

Agenda #	Notes	ACTION TO BE TAKEN
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1	Welcome & Introductions Welcome back to Emily Van Kesteren	
2	Review Agenda Add 6.1 TVDSB Ethics Add 8.6 Advocacy opportunity for City of London automated speed cameras 4.3 Sharing Day 2019	
3	Review Minutes from May 21, 2019 Minutes approved as written	
4	Previous Business	
4.1	Roundabout campaign and resources <ul style="list-style-type: none">- Working group created late Spring. Partnered with London Middlesex Road Safety Committee (LMRSC) on how to safely walk at roundabouts. Pedestrians never have the right of way; meant for traffic flow. Pedestrian Crossovers (PXO) have been added to roundabout at Sir Arthur Currie to give Pedestrians right of way. Successful media event on Sept 6th. Resource Toolkit and video created and posted on www.activesaferoutes.ca/resources/roundabouts- Discussion: Elgin has schools with roundabouts. Promotion has not been done in the other two London schools yet – they do not have PXOs at this time. The video mentions roundabouts with PXOs but does not discuss how to use them.	Provide information about roundabout resources with iWalk communication. Emily and Andrew will have to look at how to promote roundabout use at other two London schools.
4.2	Drop Zones update and toolkit discussion	Those who go through the process, be

	<ul style="list-style-type: none"> - Drive to 5 initiated by TVDSB Trustee Jake Skinner. No longer calling it “Drive to 5” but “Mascot” Drop Zone (each school will insert their own mascot name) - Jake Skinner is working with two schools (St. Marguerite D’Youville and Emily Carr). One of the drop offs was planned on a Crescent, which caused a negative response from residents, requiring further community engagement. - We will need to create a Toolkit to guide schools in creating their own Drop Zone. - Sir Arthur Currie is running one unofficially. St. Nicholas is interested in one. Gain the experience of these 4 schools before creating a Toolkit. - <u>If schools express interest</u>, no need to say no, but let them know we are working through identifying a recommended process and they can decide to be part of trialing it and providing lessons learned or waiting until a Toolkit is created. State the important of having municipal support at the beginning. 	<p>considering the following as you go through the process: Permissions (e.g. infrastructure, property, winter maintenance), Identify facilitators and barriers, identifying drop zone location.</p> <p>Future meeting with those who have gone through the process at the school to discuss lessons learned and begin looking at creating a Toolkit.</p>
<p>4.3</p>	<p>Sharing Day June 2019</p> <ul style="list-style-type: none"> - Evaluation results shared via pictogram. Ideas provided to improve STP and future sharing programs. - Potential partner: Helmets on Kids - Results are here: http://activesaferoutes.ca/assets/Uploads/SHARING-DAY-EVENT-FEEDBACK-SUMMARY.pdf - Considering next Sharing Day in early Spring 2020. 	<p>Emily explore partnership with Helmets on Kids with colleague and report back.</p> <p>Refer back to when planning Sharing Day 2020.</p>
<p>5</p>	<p>Current Business: Working Group Updates</p>	
<p>5.1</p>	<p>iWalk 2019 Campaign</p> <ul style="list-style-type: none"> - Focus on Climate Change again this year. Go Green! Travel Clean! - iWalk and iBus banners (20 in total) for use in schools. Will be available Wed Sept 25. - Pencils, posters, stickers, reflective paw keychains have been ordered. - Social media posts are all up to date and on the website: www.activesaferoutes.ca/resources/climatechange - On website, be clear that it can be a story, video, picture, etc. <p>Story contest</p> <ul style="list-style-type: none"> - Posters: comment re: cartoon wheelchair to be made more kid friendly. - Discussion re: difference between “contest” and “share for a chance to win”, the latter makes it more inclusive and a draw for a prize rather than having to be the best. <p>Press release</p> <ul style="list-style-type: none"> - Discussion around usefulness resulted in decision not to develop media release for 2019. 	<p>Andrew and Emily will provide an email for STP facilitators and school board reps of where to find resources for use this year.</p> <p>Resources will be available Wed Sept 25th. A meeting will be set up between Andrew, Pam and a PHN at 50 King MLHU to divide resources.</p> <p>Andrew will provide feedback to change</p>

		<p>wheelchair image on poster and “share for a chance to win”.</p> <p>Add to November agenda: review submissions and determine prizes.</p>
5.2	<p>Project Evaluations</p> <p>5.2.1 Wayfinding signs</p> <p>5.2.2 CanBike</p> <p>Decided on simple 2 or 3 questions for project leads at each of the schools. Compile qualitative information on what went well, what you would improve, and would you recommend the project to another school or do it again?</p> <p>Some schools do not have wayfinding signs yet, so evaluation cannot be done yet.</p>	<p>Completed OAST report is May 2020. Final results needed by then.</p> <p>Emily will develop the questions.</p>
5.3	<p>Ontario Active School Travel Fund</p> <ul style="list-style-type: none"> - Update report #3 submitted - Entering year 2 of the project - Melissa and Kristy have a short list of schools for STP, yet to be approved by STS and LDCSB. Should know by end of Sept/ Oct. - Aug 27th annual First Rider Day incorporated active school travel with PXO display and plinko game, colouring sheets, parent tips, colour changing pencils. The materials and games were at one event in London but resources were supplied to all locations. - Province is moving towards a more consistent First Rider Day curriculum and will likely include active school travel. STS will continue to include. 	
5.4	<p>STP Manual revisions</p> <ul style="list-style-type: none"> - Hard work over the summer. Only final touches left. - Andrew discussed reasoning for overall changes. 	<p>Emily will review final Manual once complete. After any revisions, will be more broadly shared for comment.</p>
5.5	<p>Provincial Walking School Bus Pilot (CCS)</p> <ul style="list-style-type: none"> - Looking to identify 3 schools. Rick Hansen, St. Nicholas. Pam may know of a St. Thomas school. - At this stage, it will need to be a Spring 2020 start. - CCS has applied (or is planning to apply) for funding. 	<p>Pam will reach out to Forest Park and Central to see if either would like to be part of the Pilot.</p> <p>Once we have the 3 schools, STS contact CCS to ask about cost and status of any possible funding.</p>

6	School Travel Planning	
6.1	<p>TVDSB Ethics</p> <ul style="list-style-type: none"> - Submission date was moved up two months and missed by the committee. - Cannot apply again until December (for Feb start) - This means no data collection can take place in TVDSB schools this Fall. 	<p>Andrew will submit in December.</p> <p>Emily will confirm communication to any TVDSB STP facilitators who are anticipating data collection this fall.</p>
6.2	<p>School Schedule</p> <ul style="list-style-type: none"> - St. Francis is eager to start. Looking at partnering with Wilton Grove. Would have to stagger start or wait until winter if do combined. - Algonquin in Woodstock is interested. Can start set up phase before ethics is complete. - First school will trial new Manual. 	
7	Funding	
7.1	<p>ASRTS budget update</p> <ul style="list-style-type: none"> - Could not obtain updated balance - Suspected balance is around \$11,000 - Have survey translations (\$2,500) of surveys and website overhaul to pay for this year. 	
8	New Business	
8.1	<p>Partnership Evaluation</p> <ul style="list-style-type: none"> - Looks at how the committee is functioning. - ASRTS evaluates partnership every 2 years. Last completed May 2017. 	<p>Pam will send link to active members via email when survey is ready. Partners will have 2 weeks to complete.</p> <p>Results for November meeting.</p>
8.2	<p>Using and adapting ELMO ASRTS resources by other communities</p> <ul style="list-style-type: none"> - We have had requests from other communities to use and adapt our resources. Using is no problem because they're branded. <p>What are our expectations when other adapt them? Discussion:</p> <ul style="list-style-type: none"> - Created using tax payer dollars - Wider spread sharing of message benefits children elsewhere - Craft a statement of acknowledgement to ask they include on the revised resource(s) - Overwhelming consensus to reach as many people as possible - Keep the statement brief and include our website - Approval from committee unnecessary 	<p>Andrew and Emily will decide on wording and provide to outstanding requests.</p>
8.3	ELMO ASRTS Twitter Discussion	<p>Twitter: elmo_asrts "Active & Safe"</p>

	<ul style="list-style-type: none"> - Branding is difficult with our committee because we are made up of many organizations who all do their own promotion of our work - Tweets can be set up and scheduled up to months in advance, decreasing the work load - Andrew has agreed to work with HEALab students for initial startup. Proposed a rotating schedule of monthly responsibility among members. - Having a Twitter account would require a Terms of Reference on what to post and how to respond to engagements. - Would help have social media record of related school events 	<p>Routes to School (ELMO)”</p> <p>Andrew and HEALab will trial throughout iWalk month and report back in November.</p> <p>Emily will draft a Terms of Reference for use and bring back to review in November.</p> <p>All members request their organizations follow us.</p>
8.4	<p>Sharing Event 2020 Discussion</p> <ul style="list-style-type: none"> - Aim for late winter / early spring - Focus on sharing updates on the Manual and new website - Could have a pilot school discuss their experience with the new manual - Gain feedback on new website usability 	
8.5	<p>Revising ELMO ASRTS website</p> <p>Many different ways to organize our resources:</p> <ul style="list-style-type: none"> - Target population - Topic / campaign (i.e. iWalk, Winter Walk Day, roundabouts) - Type of resource (i.e. videos, presentations, announcements) 	<p>Need to make new Manual available in some format for schools this year until the website is complete.</p> <p>Aim for working group before Christmas to define RFP for website overhaul.</p>
8.6	<p>Advocacy opportunity for City of London automated speed cameras</p> <ul style="list-style-type: none"> - Everyone around the table supported providing a letter or statement to Mark Ridley for the Provincial working group to show our support for automated speed enforcement cameras 	Emily will create and submit letter to Mark Ridley.
9	<p>Round Table updates</p> <p>HEALab:</p> <ul style="list-style-type: none"> - Alina remains STP data collection lead (Megan Graat, MPH is still available for creating resources). Gina will be supporting some of the work we’re doing from an evidence perspective – currently looking at AST link to mental health. - Encouraged to vote for HEALab for Pillar award <p>MLHU</p> <ul style="list-style-type: none"> - Chantha will be official Child Health Team rep from MLHU. 	

	<ul style="list-style-type: none"> - New process for resource sign out through Resource Lending System. Need to email RLS Admin RLSAdmin@mlhu.on.ca for an account. Provide your full name, email, phone number, address, organization or school. You sign out what you want and pick it up at reception. - Child Health Team has changed how they service low need (level 1) schools. Two PHNs will cover those 80 schools while all other PHNs have 7-8. Level 1 schools will need to lead STPs with minimal support. - Updated list of schools and PHN assignments are posted on MLHU website. <p>Southwest Public Health</p> <ul style="list-style-type: none"> - Sent out newsletter inserts for iWalk promotion - Wayfinding signs will not be moving forward in Aylmer <p>STS</p> <ul style="list-style-type: none"> - September priority is getting eligible students on a bus <p>TVDSB</p> <ul style="list-style-type: none"> - Adding a PXO to the Safety Village and looking at incorporating a roundabout <p>City of London</p> <ul style="list-style-type: none"> - 5 schools get a set of two silhouette children for traffic calming. They will rotate monthly. Do we have London schools that should be higher priority? Holy Family, JP Robarts were recommended, and looking at list of STP schools. 	<p>Emily to discuss with Meagan Melling about connection to Safety Village</p>
<p>10</p>	<p>Education Opportunities</p> <ul style="list-style-type: none"> - OAST conference in Nov. <ul style="list-style-type: none"> - OTC School Zone Safety Workshop Nov 8, 2019 in Burlington: https://otc.org/events/school-zone-safety-workshop-4/ 	<p>STS will forward the Save the Date for OAST.</p>
<p>11</p>	<p>Success stories</p>	
<p>12</p>	<p>Closing remarks</p> <p>Upcoming meeting Dates for 2019: November 19, 2019 1-4pm Elgin room January 21, 2020 1-4pm Elgin Room March 17, 2020 1-4pm Katherine Harley Room May 19, 2020 1-4pm Elgin Room June 16, 2020 1-4pm Katherine Harley room</p>	

CONFIRMED _____ CHAIR