

MINUTES

Active & Safe Routes to School Steering Committee

Monday, June 19, 2023

1:00-3:00 pm

Teams Virtual Meeting

CO-FACILITATORS: Andrew Clark (Fanshawe College & Healthy Way Consulting), Kristy Kastelic (STS)

RECORDER: Chantha Sreng (MLHU)

ATTENDEES: Kristy Kastelic (STS), Sylvia Hazenberg (TVDSB), Julia Pham (HEAL), Andrew Clark (Fanshawe College & Healthy Way Consulting), Adrian Buttazoni (HEAL), Chantha Sreng (MLHU), Jaqueline Eckert (MLHU), Allison Miller (City of London), Marianne Larsen (TVDSB Trustee), Molly (Cycle Link), Melissa Waters (STS), Scott Askey (LDCSB), Ericka Arnett (SWPH), Sarah Petrie (SWPH), Tanya Charyk Stewart (Injury Epidemiology, Western)

REGRETS: Darrell Jutzi (MLHU), Sean Wraight (MTO)

Agenda #	Notes	ACTION TO BE TAKEN
1.0	Welcome & Introductions (Kristy) Introductions from everyone	
2.0	Working Groups 2.1 Website Review Work Group The following individuals could take some time to review the entire new website by July 15: Andrew Clark, Chantha Sreng, Allison Miller, Sarah Petrie, Kristy Kastelic, and Melissa Waters. http://new.activesaferoutes.ca 2.2 School Travel Planning Work Group -group is working this summer to develop a universal school travel planning manual. -the following people available: Andrew Clark, Fanshawe College; Chantha Sreng, MLHU; Darrell Jutzi, MLHU; Jacqueline Eckert, MLHU; Kristy Kastelic, STS; Rachel Eskin, MLHU; Sean Wraight, MTO; Sylvia Hazenberg, TVDSB.	 Kristy/Andrew will send out email to workgroup members as reminder to review website and submit feedback by July 15 Committee members can email Andrew if interested in joining the work group Work group will meet three times this

	<ul style="list-style-type: none"> - three summer meetings to work on manual, one meeting for evaluation, hoping both school boards will be present -August 15th deadline for ethics submission, Andrew has not heard from school board to clarify timelines and plan for further discussion -school board reps Sylvia and Scott has had no further communication from their boards 	<p>summer to complete the work</p>
<p>3.0</p>	<p><u>Road Safety Community Partnership Program</u> (Andrew)</p> <ul style="list-style-type: none"> -program provides grant money from provincial government (\$200,000 total) for road safety programming – this something Sean (MTO) is familiar with program -ASRTS would require a lead organization to apply -ASRTS is not ready for this round, but something to consider for future -London Cycle Link is considering an application with City of London for a video education campaign and will provide feedback to ASRTS on application process – Molly encouraged to reach out to Sean for more information; ASRTS can provide a letter of support -deadline is June 29th – the link is provided above -Road Safety Committee have applied in the past and the process is straight forward -ASRTS to consider for next year 	<p>Request to group to forward any funding opportunities to the committee or think about other ways ASRTS can apply for funds</p>
<p>4.0</p>	<p>Finalize Terms of Reference (Andrew)</p> <ul style="list-style-type: none"> -changes to current ToR reflective of past review and conversations, French logo included -Andrew made notes and edits throughout review of ToR – notes below reflect some of the discussions had -Vision: discussion around the word safe in vision statement (varying perspectives);members shared their thoughts about using the word safe and other alternatives; -Background – removed “School Travel Planning” – in general, school travel planning has been removed from the document; “STP Flagship” statement was removed; no concerns -committee names removed throughout document e.g. ASRTS 	<p>Andrew will email ToR for feedback to complete final draft for the fall</p> <p>Each organization to vote on including the word “safe” in the vision statement. Andrew will send out a poll for each organization to vote on it</p>

	<p>-Goals – include equity, inclusion, diversity statement; -Membership – will be a link to website and will no longer list the partners; every organization will have a profile on website to state what their role is; feedback from members once it is live -Role of Committee Member – minimal changes -Role of Resource Member – discussed option to add “workgroups and local school-based committees” - Executive Committee – new addition to ToR– addition of “” including roles – broadens involvement of members and lessens the load on the Co-Chairs; addition of secretary; secretary role; -discussion re: how members of the executive committee will be chosen Discussion re: tracking work of committee and committee members – has been done in the past, not currently happening, but need to think about how to track the progress; statement added to the ToR to reflect need to keep updated with work that is being done; ways that things can be tracked via school portal; how can a summary be generated so all are aware of what is happening; school portal is not developed yet, only envisioned; options for reporting are open – plan to have more concrete plan in the future -Meeting Structure – small adjustment; online meetings 2hrs and in-person meetings 3 hours; have in-person meeting at the end and the beginning of the year -Funding – addition; acknowledgment for geographic distribution from fund sources; priority for high needs schools; ASRTS cannot apply for funding, it has to go through a lead organization; addition re: funding is not needed for all elements of the program -decision making process is the same -renewal period – keep bi-annually -“high needs” school to be replaced with “priority” school</p>	
<p>5.0</p>	<p>Review General Strategic Plan Organization (Andrew) -Healthy Way Consulting assisted with development of Strategic Document -Andrew provided overview of the structure of the strategic plan document</p>	

	<ul style="list-style-type: none"> - Addition to “partners” section: change to CAN-Bike London and add SWPH, STS, and LHSC -no additional feedback on the organization of the document 	
<p>6.0</p>	<p>Review Strategic Priorities Discussion (Andrew)</p> <ul style="list-style-type: none"> -add “definition” to each section <p>Equity</p> <ul style="list-style-type: none"> -align language to use priority vs high-needs -discussion re: priority vs universal programming -the last objective was reworded <p>Sustainability</p> <ul style="list-style-type: none"> -add “program sustainability” to definition section -re-write the justification -addition of objective to capture schools working with all partners – for support, training <p>Awareness</p> <ul style="list-style-type: none"> -important that all are aware of ASRTS programs and resources – training of all is important - “charter” statement remains – this has been in progress since pre-Covid; discussion about the benefit and what does it mean for school boards; there are other municipalities that have charters – lots of communities are working towards it; this will allow boards to prioritize and contribute resources; what is the process to make this happen – significant amount of work to make this happens for true buy-in 	<p>To finalize Strategic Plan in September. Andrew will sent out to members for final review once revisions from discussion are made.</p>
<p>7.0</p>	<p>Review Workplan (Andrew)</p> <ul style="list-style-type: none"> -School Travel Planning: most resources are available now but need to streamline and pilot them; -New Project Ideas/Resource Development: Safety Patrol Program – partner with CAA, will need working group; added neighborhood connectivity; discussion re: support for boundary changes and promoting active travel – Marianne in support; communication re: walking routes could go out to schools at the beginning of the school year; walking maps exist for schools – STS created a walk zone map for all schools (surrounded by street networks) – available on STS website – https://www.mybigyellowbus.ca/schools/ -Advocacy: was not discussed 	<p>Consider a work group for moving forward Safety Patrol Program</p>

	<p>-Communication: important for members to continue to share new resources and information; partner orientation</p> <p>-Question and discussion re: research missing as part of the workplan/strategic priority; discussion provided further support for the importance of having a charter</p>	
8.0	Approval of Strategic Plan & Workplan in Principle (Andrew)	Andrew will send out email for additional feedback re: the plan
9.0	Approval of Meeting Schedule for 2023-24 School Year (Kristy) <p>-Mondays are not good for some members</p> <p>-5 meetings in the year, no meeting in June, first and last meeting will be in person and the other three meetings will take place virtually</p>	Andrew will send out a doodle poll to determine best day to meet
10.0	Roundtable (Kristy, if time allows) Allison – City and Cycle Link are co-hosting Bike Rodeo on June 24th in Argyle	

Meeting Adjourned 3:34PM