



## MINUTES

### Active & Safe Routes to School Steering Committee

Monday Feb 3, 2025

10 am – 12 noon

Microsoft Teams

**Co-Chairs:** Andrew Clark (Fanshawe) & Kristy Kastelic (SWO STS)

**SECRETARY:** Laura Dueck (MLHU)

**ATTENDEES:** Melissa Waters (STS), Katherin O’Hara (TVDSB), Ashley Bruce (Western Student), Sarah Petrie (SWPH), Catherine McLean (SWPH), Sylvia Hazenberg (TVDSB), Mary Kassouf (Western Student), Molly Miksa (COL), Lauren Giffen (COL), Erica Arnett (SWPH), Tanya Charyk Stewart (LHSC Trauma), Roberta Gibson (LDCSB)

**REGRETS:** Graham Gress (LDCSB)

#	Notes	Action to be Taken
1	Welcome & Introductions (Andrew) <ul style="list-style-type: none"> <li>• Sheila Builder is back as a TVDSB rep and Karen Wilkinson has left her TVDSB role</li> </ul>	
2	Review and Approval of Minutes and Agenda (Andrew)	
3	Wayfinding Signs Project (Kristy) <ul style="list-style-type: none"> <li>• Our grant funding has now been received (\$7000)</li> <li>• Applications for signs opened Jan 13<sup>th</sup> and closes Feb 7 – current application numbers are 22!</li> <li>• Of the applications, 5 LDCSB schools and the rest from TVDSB</li> <li>• Thanks to everyone for sharing and promoting - TVDSB confirmed they put a memo out to schools on Jan 22</li> <li>• Next steps: workgroup meeting to be booked for next week</li> <li>• Grant money needs to be spent by end of March</li> <li>• City will kick in a small budget towards city schools and ASRTS has a small budget to put towards the project</li> <li>• Signs cost \$2000/school (depends on number of signs); for dual site applications, signs are between \$2-3000.</li> <li>• Will be considering equity as part of the application review</li> </ul>	<ol style="list-style-type: none"> <li>1. Andrew to send list to Kristy on Friday afternoon</li> <li>2. Kristy will consolidate list and workgroup to meet to review applications</li> <li>3. Workgroup – Laura, Sarah, Molly, and Sylvia</li> <li>4. Kristy to send out a meeting invite for next week</li> <li>5. Let Molly know of where the signs will be going up</li> </ol>

4	<p>ASRTS Budget (Andrew)</p> <ul style="list-style-type: none"> <li>• Balance held at MLHU (unable to get number last week)</li> <li>• Expenses over past year are: iWalk Story Contest Winners \$; Website Invoice \$1000; which leaves about \$5000 left</li> <li>• Pre-COVID, ASRTS was supported by \$500 from Oxford and Elgin health units and MLHU gave \$1000; the City has also put money towards City projects</li> <li>• Andrew asked if organizations could put money towards either a specific project or the general account.</li> <li>• Other option – ASRTS could explore grant opportunities (eg. Neighbourhood Decision Making Small Grants, MTO)</li> <li>• Catherine McLean shared Oxford County opportunity: <a href="#">Oxford County Grants Program - Oxford County</a> (opens in May)</li> </ul>	<ol style="list-style-type: none"> <li>1. Reps to ask their organizations for financial support for ASRTS</li> <li>2. Reps to consider and share grant opportunities they know of</li> </ol>
5	<p>Student Work Updates (Newsletter, Social Media, Website)</p> <ul style="list-style-type: none"> <li>• Welcome to Ashley and Mary from Western Health Sciences plus Arya (not present today, Work study student through Western’s HEAL program)</li> <li>• Students presented updates on their work: <ul style="list-style-type: none"> <li>○ Social media posts on Wayfinding signs, safety, and weather tips for walking to school</li> <li>○ Lesson plans that integrate ASRTS activities into teaching planning; Templates included with activity name and details as well as descriptions and summaries with curriculum connections</li> <li>○ Newsletter will be published spring, fall, and winter for teachers, parents, and community partners; Promotions have been created for social media; First edition: “Spring into Spring” will highlight the importance of active and safe transportation for students</li> </ul> </li> <li>• Discussion: <ul style="list-style-type: none"> <li>○ Social media feedback – liked drafts as they were simple, to the point, easy to understand; black on dark blue a bit hard to read (maybe white and blue instead)</li> <li>○ Curriculum/Lesson Plans – meant to help teachers use the existing resources; would standardize and make them easily accessible; accurate. Suggestion to link to a ppt to make it easier for teachers (with a few key slides already prepared <u>for</u></li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Send out sample lesson plans to school partners for review</li> <li>2. Have Newsletter on all ASRTS agendas for a reminder for content submission</li> <li>3. Idea - highlight LCL in the spring to tie in Bike Month.</li> <li>4. Andrew to complete the website functions for resource section updates</li> </ol>

	<p><u>students</u> – with pictures, game, instructions/questions for class).</p> <ul style="list-style-type: none"> <li>○ Newsletter – challenge with communication to schools (changes to PHN presence in schools); need to put together a mailing list through Mailchimp.</li> <li>○ What would best way to gather names for newsletter?</li> <li>○ Need to ensure consistency of newsletter publishing (have students each semester to take this on) – set up templates, work ahead with drafts, keep the frequency reasonable. Kristy pointed out the idea to highlight one ASRTS partner for each edition “Partner Spotlight”. Audience – parents, schools, committee resource members.</li> </ul> <ul style="list-style-type: none"> <li>● Website being updated by Arya – Andrew did a demo with the updates; resources organization being refreshed and reorganized. Still needs to be finalized.</li> <li>● It was noted that London Cycle Link is replacing Christine Montgomery for RTT Program (<a href="#">We're hiring a Ride To Thrive Program Coordinator! — London Cycle Link</a>)</li> </ul>	
6	<p>ASRTS – School Travel Planning Process Map (Sarah P)</p> <ul style="list-style-type: none"> <li>● Draft shared with committee by email previously, and Sarah provided an overview. Discussion raised the following thoughts:</li> <li>● Kristy STS – Currently co-chair (centre column) who constructs the action plans for school applicants; also interacts with municipalities when needed by a school. STS also creates resources (toolkits, etc). Also provides CAA Bus Patrol Program.</li> <li>● Katherin TVDSB – confirmed diagram representation</li> <li>● Molly COL – will share feedback from the City /Allison Miller</li> <li>● Andrew Urban 360 Lab at Fanshawe – helps with resource creation plus Western student support towards program</li> <li>● Erica SWPH – <ul style="list-style-type: none"> <li>○ how might we enhance promotion of STP?</li> <li>○ How might we clarify the role of steering committee partners?</li> <li>○ What could/should committee reps be doing to support ASRTS?</li> </ul> </li> <li>● Roberta LDCSB – able to support STP but ‘how’ needs to be clarified</li> </ul>	<ol style="list-style-type: none"> <li>1. Sarah to add in that schools are connected to the STP process through STS (add it as another option for entry to STP)</li> <li>2. Molly to send COL feedback to Sarah P</li> <li>3. All partners to provide further information to Sarah about their STP involvement and role in supporting activities</li> </ol>

	<ul style="list-style-type: none"> <li>Andrew noted that our strategic plan identifies next efforts to include system level work to promote and integrate STP into school policies and actions; raise awareness etc.</li> </ul>	
7	<p>School Travel Planning Updates (Kristy)</p> <ul style="list-style-type: none"> <li>1 new school has completed an STP profile (Rick Hansen) and has submitted an application along with a Wayfinding Signs application</li> <li>SWPH update – School had a previous STP profile and action plan (Forest Park in St Thomas). PH was able to meet with school with very positive results. Very enthusiastic school and parent council in attendance. Discussion included involving municipal partners but also to build up a solid foundation at the school. Great ideas shared that were pared down to a realistic plan for the year: create section in school newsletter about active transportation and safety, share active travel videos at school assemblies, social media posts r/t ASRTS linking to ASRTS website and resources. Next year, school plans to add in events like bike rodeo, walking/biking school buses, etc. PHN did a walk about with the school to really understand the issues and priorities (crosswalk).</li> <li>Katherin was asked by a school about process for crossing guards – how to look into this? Kristy clarified that it is the municipalities who hire the individuals and location. Arthur Ford PS is interested – suggested them to go through STP application on the ASRTS website. Trend has been to install PXO-type of controlled crossings instead (crossing guards less favoured)</li> </ul>	<ol style="list-style-type: none"> <li>Add STPs as a standing item on agenda</li> <li>Kristy and SW-PHN to meet to discuss next steps for Forest Park</li> <li>Katherin to share with the school, the link from the ASRTS website (Molly to find out contact at the City for this)</li> </ol> <p><b>Update from Molly:</b> City contact for crossing guard questions is Carmen De Leon. There are very specific provincial eligibility criteria that must be met. <a href="mailto:cdeleon@london.ca">cdeleon@london.ca</a></p>
8	<p>Anti-Idling Signs (Molly)</p> <ul style="list-style-type: none"> <li>Oxford Park Community Association - has put in a request for more Anti-Idling signs. They would like to add in more signs and Jamie Skimming at the City forwarded on the request as it might be something for ASRTS to support. We could add in content on the website about anti-idling. Signs were semi-permanent. City still figuring out the process, but the City could be producing the signs.</li> <li>Kristy confirmed that there is some info on our website <a href="http://activesaferoutes.ca/resource/idlefree/">http://activesaferoutes.ca/resource/idlefree/</a></li> <li>Idea - add in City resources to this webpage. Identify this resource if we get asked about anti-idling. Any possible partnering or promotion by ASRTS? – could create social media posts (need pdf</li> </ul>	<ol style="list-style-type: none"> <li>City to link to ASRTS webpage</li> <li>ASRTS to share social media posts about City’s anti-idling signs</li> <li>City to share a pdf version of the signs (without branding) with ASRTS</li> <li>ASRTS webpage to enhance anti-idling content r/t City of London school’s opportunity to request signs (similar to Wayfinding Signs)</li> </ol>

	<p>without branding) so schools/municipalities could adapt it for their region.</p> <ul style="list-style-type: none"> <li>• Could possibly run this similar to Wayfinding Signs as far as production/budget?</li> </ul>	
9	<p>Roundtable Updates (All)</p> <ul style="list-style-type: none"> <li>• Andrew – London Free Press contacted him in Dec r/t child killed getting off of school bus; responded to the request and provided information.</li> <li>• Andrew – Fanshawe hired student to do some Adobe Illustrator work including for ASRTS to support the Wayfinding Signs Project</li> <li>• Sylvia – Ride to Thrive is still happening in 4 schools in TVDSB in May (Eagle Heights, Rick Hansen, Prince Charles, Lord Elgin)</li> <li>• Laura – MLHU is finalizing an Evidence Report that includes current evidence and recommendations r/t Active Transportation. Active school transportation is mentioned.</li> </ul>	
10	<p>Closing Remarks and Next Meetings:</p> <ul style="list-style-type: none"> <li>• Monday April 7 at 10 am (virtual) and Wed June 4 at 9:30 am (In-Person)</li> </ul>	