



MINUTES

Active & Safe Routes to School Steering Committee

June 4, 2025

9:30 am – 12 noon

Student Transportation Services

Co-Chairs: Andrew Clark (Fanshawe) & Melissa Waters (SWO STS)

SECRETARY: Laura Dueck (MLHU)

ATTENDEES: Katherin O’Hara (TVDSB), Catherine McLean (SWPH), Molly Miksa (COL), Tanya Charyk Stewart (LHSC/Western MOVES), Kristy Kastelic (MTO)

REGRETS: Erica Arnett (SWPH), Roberta Gibson (LDCSB), Sheila Builder (TVDSB), Annette Gilbert (RTT/LCL), Allison Miller (COL), Graham Gress (LDCSB), Sylvia Hazenberg (TVDSB)

#	Notes	Action to be Taken
1	<p>Welcome & Introductions (Andrew)</p> <ul style="list-style-type: none"> Welcome Kristy Kastelic – new in the MTO role (that Sean Wraight held previously) Welcome Cat MacLean from SWPH (Sarah Petrie’s MLOA) 	
2	<p>Review and Approval of Minutes (Laura)</p> <p>Review and Approval of Agenda (Andrew)</p> <ul style="list-style-type: none"> Minutes and agenda approved 	
3	<p>Wayfinding Signs Project (Melissa)</p> <p>Installation:</p> <ul style="list-style-type: none"> Melissa provided a broad plan overview: the signs are to be installed over summer; all schools will receive promo material (toolkit); schools will launch their new signs in the fall Sign design is being done by Fanshawe students and then will be sent to the City of London for printing. Still waiting for sign locations to be approved (London & surrounding municipalities) Woodstock has requested posts for the signs at that school <p>Evaluation:</p> <ul style="list-style-type: none"> Forest Park in St Thomas requested some sort of evaluation and the plan is for Fanshawe students to do a pre and post implementation high level study just at their school. Pre-project “snapshot evaluation” will be done next week (confirmed it will not be on school property). 	<p>Laura to ensure MLHU Finance sends reminders to schools for contribution payments (before end of June)</p> <p>Update: 4 schools outstanding; reminder sent to these schools</p> <p>Molly to ask City the cost of buying 4 posts (metal post with holes) that could be supplied to Woodstock</p>

	<p>Will take the form of counting of cars and people in the a.m.</p> <ul style="list-style-type: none"> • Another possible format will be a feedback form to the community/parents/staff, but no formal evaluation process will be implemented (fall) <p>Project Finances:</p> <ul style="list-style-type: none"> • Current ASRTS account is sitting at just under \$5000. WF Project grant money already paid to the City of London and will be used towards sign production and installation costs. MLHU has invoiced all schools for their expressed contribution. Some question over HST costs, but Kristy confirmed that in the past, it was covered because of variation between specific school costs. 	
4	<p>Anti-Idling Workgroup (Andrew)</p> <p>Proposed Project:</p> <ul style="list-style-type: none"> • Workgroup met with Jamie Skimming from the City of London to explore this project further • Details gathered so far: <ul style="list-style-type: none"> ○ ASRTS has some old material on the topic as part of Go Green Challenge; ○ cost is \$30 per sign for printing (each school would get 2-4 signs installed right where parents drop off children – fences etc); ○ Custodians or Facilities staff install ○ there is already a draft sign that can be adapted to include the City/municipality logo along with ASRTS logo; ○ and best to just print when ordered (no bulk discount). City can also provide print materials to students. • City of London has committed to pay for all signs within the City and then ASRTS would cover the cost of signs outside London • The program would be run similar to the Wayfinding Signs Project this year, with development of resources/toolkit in fall and then call for applications in Jan 2026 and launch for Earth Month on April 1, 2026 • For promotion, would start with schools already involved in Wayfinding Signs and STP, then would extend to all schools in area. • Of note, this program would not be tied to bylaw enforcement (it is about education and awareness) • Andrew has reached out to LEN and Climate Action London to run promo ads in their newsletters about this project and participate in toolkit dev <p>Funding:</p> <ul style="list-style-type: none"> • <i>Andrew requested from the committee, support to spend \$1000 of ASRTS funds towards this project -- committee support received</i> 	<p>Andrew to reach out to LDCSB in the fall about this opportunity</p> <p>Katherin to secure TVDSB approvals</p> <p>Katherin to confirm which department would do school installation (Facilities or Custodians)</p> <p>Katherin to send out memos to principals with a link to the application</p> <p>Laura to send inventory list to Melissa with a plan to relocate a supply to members who are using the materials for events - done</p>

5	<p>School Travel Planning (STP) Update (Melissa) Process Map:</p> <ul style="list-style-type: none"> • Cat reported that she has not received any further input from committee members • Next steps - Should connect with Molly/Allison to confirm where the City fits into the map for STP <p>Related Website Updates:</p> <ul style="list-style-type: none"> • Waiting for a response from the 5 STP schools (Melissa sent request for ‘success stories’) • Once received, will add to website/newsletter <p>STP Schools:</p> <ul style="list-style-type: none"> • Algonquin, Lord Nelson, Parkview, Rick Hansen, Forest Park (all with TVDSB) <p>Next Steps:</p> <ul style="list-style-type: none"> • Plan promotion in the fall to engage more schools 	<p>Andrew – arrange a meeting to finalize STP Process map (City, ASRTS, PH)</p> <p>Melissa - send reminder out mid-June, (and end of August, early July) to the STP schools</p> <p>Andrew to update STP school list on the website</p>
6	<p>Car Free Day (Andrew) - “Motor Free Mondays”</p> <ul style="list-style-type: none"> • Andrew shared an overview of a project run through his Fanshawe students: extracurricular activity for robotics clubs; grades 6-8 students; culminated in 2 days where schools presented an idea to address climate crisis as well as a full project plan (competing against each other) • The outcomes were great! • The winner was “Motor Free Mondays” by Westfield PS in Tillsonburg • The school has committed to running this event – starting in June and then running next year, where every Monday would be a car free day • Andrew has committed to supporting the implementation of the project and gathered OPP, ASRTS, Public Health so the students could provide a presentation to the community last week • Next steps: Monday, Tillsonburg Westfield, will do a pilot day event; Urban 360 will do counts as pre-test; goal to do this every Monday next school year. They have incentives, local business coupons, prizes, great competition to promote this as an active travel project. Using drive to 5 etc to support the days as it is a challenging location. 	<p>Consider running the car free day on clean air day -- Add to planning for next year</p> <p>Write this up as another toolkit in ASRTS Resources (Motor Free Mondays)</p> <p>Andrew - add event to website homepage</p> <p>Andrew – social media promotion during the event (with consents signed)</p> <p>Katherin – highlight event in TVDSB newsletter</p>
7	<p>Seasonal Newsletter</p> <ul style="list-style-type: none"> • Andrew reported that current registrants to receive the newsletter is at 31 (up from 19) • Andrew has a student this summer who will assist with the fall edition set up if they have time • Fall topics: <ul style="list-style-type: none"> ○ IWalk and CAA (new programs such as car free day at TVDSB; story contest theme) ○ Partner spotlight – helmets on kids (Sylvia) ○ Success Stories - Wayfinding signs, STP, RTT event from Annett 	<p>Members to continue to promote the newsletter</p> <p>Andrew to add old newsletters to the website – under Steering Committee/top tab (create new)</p> <p>Keep newsletter sign-up on the main homepage for ASRTS (move down as a widget)</p>

	<ul style="list-style-type: none"> ○ Westfield’s Motor Free Monday project (pictures) ○ Safety tips – safety presentation for schools ● Winter edition topics: <ul style="list-style-type: none"> ○ Anti-idling project ● Helmets on Kids – Kristy (MTO) now sits at that table; there is a TVDSB event next Monday 	<p>Katherin to reach out to Sylvia re helmets on kids event testimonial</p> <p>Reach out to Annett for a RTT event success story</p>
8	<p>School Board Engagement Update (Andrew)</p> <ul style="list-style-type: none"> ● ASRTS met with both school boards this spring ● In follow up to those meetings, some presentations were planned: <ul style="list-style-type: none"> ○ Last week, Melissa and Andrew presented to 160 TVDSB principals at 9am, providing a brief overview of what our group does. It was well received. ○ Co-chairs will provide the same presentation to LDCSB if possible ○ Display table at the TVDSB principal meeting in August ○ Parent engagement committees with both boards, and home & school groups i.e., TVPIC likely in the fall ● Issues raised at the first presentation – bike parking (could this be a grant project?) 	<p>Katherin to get dates for August principal meeting – Tues/Thurs in last week of month</p>
9	<p>Website Update (Andrew)</p> <ul style="list-style-type: none"> ● Andrew has done some of the previously identified updates: resources have been updated and some new resources added to the list; curriculum lesson plans and resource list has been updated. ● Andrew to continue with some cleanup/re-organizing (group discussed suggestions) 	
10	<p>CAA Safety Patrol Update (Melissa)</p> <ul style="list-style-type: none"> ● Melissa met with regional coordinators for the upcoming school year ● This program is offered across Ontario for grades 5-8 students, and it uses a free, train the trainer model, as well as provides ongoing oversight. It uses OSBY for insurance. ● Options include: School bus monitors as well as foot patrol ● Proposal for this year’s training in August, Andrew, Melissa, Cat, and a few STS members will receive the training and then will go out to schools to train students ● This past year, 2 schools ran the program, and Kensal Park has already signed up for next school year 	<p>ASRTS members to let Melissa know if you are interested in participating in the August training session with CAA</p>

	<ul style="list-style-type: none"> • Future plan, bus drivers could be trained who would then train patrollers in the schools (would hold the training session in London) 	
11	<p>Grant Opportunities (Andrew)</p> <p>Potential grant opportunities:</p> <ul style="list-style-type: none"> • MTO – Road Safety Community Partnership Program Grant <ul style="list-style-type: none"> ○ Have confirmed they will be offering them again (last year we received \$7000 for Wayfinding Signs project) • Green Municipal Fund – infrastructure projects; municipality needs to be the lead • Green Action Centre – Clean Air Day • Youth-led Grants <ul style="list-style-type: none"> ○ Funding for Net Zero Grants Funding N:OW for Net-Zero (\$2,500-\$15,000)* not currently open ○ Action Project Funding Action Project Funding – LSF-LST (\$500) *not currently open ○ Empowering Youth for Climate Action Award Award – Our Canada Project (\$1,000-\$3,000) *not currently open ○ School Health Grant for Youth School Health Grant for Youth: Overview - Canada.ca (\$1,000) *not currently open <p>Project ideas:</p> <ul style="list-style-type: none"> • Wayfinding Signs – use new grant money to implement the portion of last year’s request that didn’t get covered (i.e., education) • Bike Racks – could include cost of purchasing and installing bike racks at schools; include safety education for biking; partner with LCL. Could also take RTT training and do it more universally. • Could we combine projects – wayfinding signs with bike racks? And can it be expanded to London and other municipalities in tri-county area? <p>Decisions/next steps:</p> <ul style="list-style-type: none"> • Focus on MTO grant first (prepare now so we are ready when it is released) • Possibly apply for GMF grant to enhance or cover MTO grant (if unsuccessful) as GMF isn’t due until October 	<p>Molly – get pricing from the city for bike racks</p> <p>Katherin – ask about in kind installation for bike racks and if any restrictions on the type of racks</p> <p>Katherin - Get a letter of support for the project – even lightly worded, installation in kind, including the time of TVDSB staff</p> <p>Andrew - reach out to LDCSB for a letter of support as well</p> <p>Molly – investigate what is involved in the rack installation (rack is about \$600/rack plus installation)</p> <p>All members - confirm their organization’s contribution (in-kind), letters of support</p> <p>Andrew - Contact the GMF (through website) to explore project ideas, multi-municipality approach. Book workgroup meeting to discuss further (Andrew, Melissa, Cat, Molly, Laura, others?)</p> <p>Cat - will share GMF webinar info/link</p> <p>Cat - will share youth led grants info for the minutes</p>

	<ul style="list-style-type: none"> • Could apply to other grants to enhance MTO project 	
12	<p>2025-2026 Meeting Dates</p> <ul style="list-style-type: none"> • Group agreed to have Laura send out a Doodle poll to identify dates for next school year: 2 for fall and 3 for 2026; first and last one will be in-person and the others virtual; early in the month best (except week ¾ for September) • Andrew unsure of his schedule but requests no Monday meetings 	<p>Laura will send out dates for next school year's meetings</p>
13	<p>Roundtable Updates</p> <ul style="list-style-type: none"> • Molly – attended Ontario bike summit last week • MMP – City of London planning to present the final plan to City Council in July • Andrew supporting student Capstone project r/t current bike lane infrastructure; analysis of safe/unsafe routes, gaps, etc.; potential for interesting outcomes r/t Active Transportation (AT) • Andrew – is now fully working in the Urban 360 Lab at Fanshawe which has its own social media accounts. Includes study such as GIS, AT, bike parking inventory, policy, bike parking map. Lots of related projects. Reach out to Andrew if you have a student project idea. • Laura – MLHU has just had an Active Transportation policy position and recommendations approved by the Board of Health. This will support work in the area of safe and active transportation • Molly – bike map has been updated; will be available on the COL website; some printed (let her know if interested) • Kristy – hoping that MTO grant announcement comes out soon • Andrew – ASRTS to have 2 Western Health Science students in the fall; has attempted to reach out to the teacher's college for students but no luck 	<p>Katherin would like 1 pad of bike maps (Molly to send to TVDSB Board Office 'attention Katherin O'Hara')</p> <p>Molly will supply Laura with a pad of bike/walk maps as well</p>
14	Closing Remarks	