

MINUTES

Active & Safe Routes to School Steering Committee

2026 Feb 5

10 am –10:50 am

Virtual, MS Teams

CO-CHAIRS: Melissa Waters (SWO STS) and Laura Dueck (MLHU)

RECORDER: Paula Marques (MLHU)

ATTENDEES: Kristy Kastelic (MTO), Michael Tamasi (TVDSB), Catherine McLean (SWPH), Molly Miksa (COL), Erica Arnett (SWPH), Shanna Townsend (STS), Annette Cann (LCL/RTT)

REGRETS: Andrew Clark (Fanshawe), Graham Gress (LDCSB)

#	Notes	Action to be Taken
1	Welcome and Introductions	
	<ul style="list-style-type: none"> Laura welcomed everyone to the first meeting of the year. As all attendees were returning members, no introductions were necessary. 	
2	Approval of Minutes & Agenda (Laura)	
	<ul style="list-style-type: none"> The 2026 February 5 ASRTS Steering Committee Meeting Agenda was approved with no additions. The 2025 Nov 26 ASRTS Steering Committee Meeting Minutes were reviewed and approved. 	
3	Program Updates	
	A - IWalk Story Contest (Melissa) <ul style="list-style-type: none"> The initial submission deadline was set for October but was extended to December 19th due to lack of entries. Unfortunately, no submissions were received by the extended deadline; In light of these results, Melissa proposed that the contest not be continued next year. The group agreed. 	
	B - Wayfinding Signs Workgroup (Melissa) <ul style="list-style-type: none"> Lord Roberts PS, recently renamed Woodfield French Immersion PS, currently has 16 outdated wayfinding signs. Cost evaluation: <ul style="list-style-type: none"> ☞ Full replacement of existing signs: \$1,560.00; ☞ Update of existing signs using non-reflective stickers over old signage: \$80.00; Recommendation: 	

	<ul style="list-style-type: none"> ☞ Update existing signs with stickers due to budget constraints; ☞ Remaining funds can be allocated to other priorities, such as bike racks; ☞ Group agreed with recommendation. <ul style="list-style-type: none"> • The stickers have been produced and will be installed by Molly, Melissa and Laura in the spring time. • The executive received a response from TVDSB Research Department after Andrew emailed them in July. There is now an opportunity for a meeting between ASRTS and TVDSB to discuss process evaluation potential for all of the ASRTS programs (WFS, anti-idling, cycle safe, etc). Meeting to be scheduled. 	<p>Molly, Melissa and Laura to install stickers in spring</p> <p>Meeting to be scheduled with TVDSB to discuss evaluation opportunities with our programs</p>
	<p>C - Anti-Idling Program (Melissa, Laura)</p> <ul style="list-style-type: none"> • Applications closed Jan 30th with a strong response – the majority from London schools (18 total with 4 outside the City); • Notably, schools from Dutton, Komoka, Strathroy and Woodstock also applied, demonstrating expanded regional interest in the program; • The City of London has offered to cover the cost of all signage for City of London schools. • ASRTS will cover the cost for the 4 schools outside the city. • The workgroup is to meet tomorrow to identify next steps including school notification. • Michael is awaiting a response from the TVDSB regarding anti-idling signage installation (Facilities commitment) and will share updates once available. Graham has confirmed LDCSB approves installation requirement by school Facilities staff. 	<p>Laura to send the list of schools to Mike.</p>
	<p>D - Cycle Safe Program (Melissa and Laura)</p> <ul style="list-style-type: none"> • The program successfully secured funding through the RSCPP grant offered by the MTO and congratulations are in order! • A workgroup has convened to advance planning, including decisions on school incentives, such as safety kits, water bottles, bike bells, etc. and distribution criteria, application, curriculum toolkit, and video production; • Students (Abby, Priyanka) are developing school resources for the toolkit including lesson plans, presentations, and engagement activities. • Program information will be distributed to schools in mid-February to raise awareness, with applications open from March 2nd to 13th; 	<p>Cycle Safe Program information to be distributed to schools by mid-February</p> <p>Application will be open March 2nd</p>

	<ul style="list-style-type: none"> The City of London and ASRTS will also provide a limited number of bike racks to randomly selected schools from the applications. The goal is to cover the cost of 3-5 racks. Requires a cement pad for the rack to be installed on. Schools will need to identify if they are interested in being considered for a rack and that there is a cement pad for installation. 	Promotion will happen from Feb 25 to application closing March 13
4	School Travel Planning (Melissa, Cat)	
	<ul style="list-style-type: none"> Cat shared updates on the two new STP schools: For <u>Dunwich-Dutton PS</u> - rear access to for students remains an ongoing concern and frustration for parents (only Kindergarten students use the front r/t staffing); Melissa reviewed the assessment information Cat provided and suggested alternative routes for a Drive to 5 Program. Melissa shared a <i>Google Maps</i> overview of the school and surrounding area during this meeting, outlining the advantages and disadvantages of potential routes to provide committee members with a clearer understanding of the challenges; Potential solutions: <ul style="list-style-type: none"> ☞ Using the Dutton Community Centre as a parking/pick-up location would be the best option for student re-routing; however, it is best suited for students accessing the front of the school. ☞ Using the Baptist Church's parking lot presents another viable re-routing option, though it would require agreement from the church and parent buy-in; ☞ There is an old vacant Foodland property which might be another option, along with street parking on Centre Street; The Student Eco Club has applied for anti-idling signs, which will be provided to them. <u>Aldborough PS</u> has expressed interest in bike helmets and other cycling resources; This school is 100% bussed so is an STP challenge; Assessment would suggest that the school could explore Helmets on Kids program and ensure they are aware of our Cycle Safe Program applications. 	
5	Winter Newsletter (Laura)	
	<ul style="list-style-type: none"> Thanks to the committee's input into the Winter Edition which was released to 41 registrants on January 20th; The Spring Edition will be the final issue for this school year; Laura requested topic suggestions from committee members. Proposed topics included: <ul style="list-style-type: none"> ☞ Spring road safety and sidewalk safety; 	All to continue to promote the newsletter to schools/ families/ teachers Molly will share LPS e-scooter info that was provided to interested schools in late fall

	<ul style="list-style-type: none"> ☞ E-scooter safety reminders (acknowledging the dilemma that children shouldn't be riding them, but recognizing the importance of safety messaging nonetheless); ☞ Cycle safe tips (and a blurb about the Cycle Safe Program that was launched in March); ☞ Results of Anti-Idling Program applications; ☞ Highlighting and promoting the Active Travel Passport as a resource and/or other ASRTS resources; • The newsletter e-mail address length is problematic, as messages sometimes land in recipients' spam folders. Shortening the address would be highly beneficial. 	Committee to explore options for shortening the e-mail address
6	CAA Safety Patrol Update (Melissa)	
	<ul style="list-style-type: none"> • Training of all involved schools was completed prior to the Christmas break (5 schools); • Refresher training for patrollers remains outstanding, but consists only of a 15-minute video that can be completed quickly online by students; • Information has been sent out to participating schools (noting they can receive incentives such as pizza parties, giveaways). 	
7	Grant Opportunities Green Municipal Fund (London) - Molly	
	<ul style="list-style-type: none"> • The full application for Lord Elgin PS project was submitted before Christmas. The City received a request for further details which are being completed now. One of the additional requests was for a full resume (from Melissa and Mike) – Molly will follow up. • A decision is not expected until Spring, with implementation to start next fall if successful. 	Molly will let ASRTS know the final results once they hear.
8	Roundtable Updates	
	<ul style="list-style-type: none"> • No updates were shared. The committee has been actively engaged with ongoing initiatives. 	
9	Closing Remarks <ul style="list-style-type: none"> • Next meetings April 1st(virtual) and June 4th(in person) 	
	<ul style="list-style-type: none"> • Laura thanked all members for their attendance, time and collaboration, and confirmed the next meeting will be held virtually on April 1 at 1:30 pm. 	
10	Adjournment	
	<ul style="list-style-type: none"> • The meeting was adjourned at 10:48 a.m. 	