

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Lord Roberts PS, recently renamed Woodfield French Immersion PS, currently has 16 outdated wayfinding signs.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

	<ul style="list-style-type: none"> <li>☞ Update existing signs with stickers due to budget constraints;</li> <li>☞ Remaining funds can be allocated to other priorities, such as bike racks;</li> <li>☞ Group agreed with recommendation.</li> </ul> <ul style="list-style-type: none"> <li>• The stickers have been produced and will be installed by Molly, Melissa and Laura in the spring time.</li> <li>• 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.</li> </ul>	<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><b>C - Anti-Idling Program (Melissa, Laura)</b></p> <ul style="list-style-type: none"> <li>• Applications closed Jan 30<sup>th</sup> with a strong response – the majority from London schools (18 total with 4 outside the City);</li> <li>• Notably, schools from Dutton, Komoka, Strathroy and Woodstock also applied, demonstrating expanded regional interest in the program;</li> <li>• The City of London has offered to cover the cost of all signage for City of London schools.</li> <li>• ASRTS will cover the cost for the 4 schools outside the city.</li> <li>• The workgroup is to meet tomorrow to identify next steps including school notification.</li> <li>• 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.</li> </ul>	<p>Laura to send the list of schools to Mike.</p>
	<p><b>D - Cycle Safe Program (Melissa and Laura)</b></p> <ul style="list-style-type: none"> <li>• The program successfully secured funding through the RSCPP grant offered by the MTO and congratulations are in order!</li> <li>• 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;</li> <li>• Students (Abby, Priyanka) are developing school resources for the toolkit including lesson plans, presentations, and engagement activities.</li> <li>• Program information will be distributed to schools in mid-February to raise awareness, with applications open from March 2<sup>nd</sup> to 13<sup>th</sup>;</li> </ul>	<p>Cycle Safe Program information to be distributed to schools by mid-February</p> <p>Application will be open March 2<sup>nd</sup></p>

	<ul style="list-style-type: none"> <li>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.</li> </ul>	Promotion will happen from Feb 25 to application closing March 13
<b>4</b>	<b>School Travel Planning (Melissa, Cat)</b>	
	<ul style="list-style-type: none"> <li>Cat shared updates on the two new STP schools:</li> <li>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);</li> <li>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;</li> <li>Potential solutions: <ul style="list-style-type: none"> <li>☞ 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.</li> <li>☞ 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;</li> <li>☞ There is an old vacant Foodland property which might be another option, along with street parking on Centre Street;</li> </ul> </li> <li>The Student Eco Club has applied for anti-idling signs, which will be provided to them.</li> <li><u>Aldborough PS</u> has expressed interest in bike helmets and other cycling resources;</li> <li>This school is 100% bussed so is an STP challenge;</li> <li>Assessment would suggest that the school could explore Helmets on Kids program and ensure they are aware of our Cycle Safe Program applications.</li> </ul>	
<b>5</b>	<b>Winter Newsletter (Laura)</b>	
	<ul style="list-style-type: none"> <li>Thanks to the committee's input into the Winter Edition which was released to 41 registrants on January 20<sup>th</sup>;</li> <li>The Spring Edition will be the final issue for this school year;</li> <li>Laura requested topic suggestions from committee members. Proposed topics included: <ul style="list-style-type: none"> <li>☞ Spring road safety and sidewalk safety;</li> </ul> </li> </ul>	<p>All to continue to promote the newsletter to schools/ families/ teachers</p> <p>Molly will share LPS e-scooter info that was provided to interested schools in late fall</p>

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