



## MINUTES

### Active & Safe Routes to School Steering Committee

2026 Apr 1

1:30 pm - 3:00 pm

Virtual, MS Teams

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

**RECORDER:** Paula Marques (MLHU)

**ATTENDEES:** Kristy Kastelic (MTO), Molly Miksa (COL), Shanna Townsend (STS), Carmen De León Morillo (Guest - COL), Tanya Charyk Stewart (LHSC/Western), Roberta Gibson (LDCSB) (as of 2:30 p.m.)

**REGRETS:** Andrew Clark (Fanshawe), Graham Gress (LDCSB), Michael Tamasi (TVDSB), Catherine McLean (SWPH), Erica Arnett (SWPH), Annette Cann (LCL/RTT), Sheila Builder (TVDSB)

#	Notes	Action to be Taken
<b>1</b>	<b>Welcome and Approval of Minutes &amp; Agenda (Laura)</b>	
	<ul style="list-style-type: none"> <li>• Laura welcomed all attendees and invited the group to do introductions.</li> <li>• The <a href="#">2026 April 1 ASRTS Steering Committee Meeting Agenda</a> was approved without additions.</li> <li>• The <a href="#">2026 Feb 5 ASRTS Steering Committee Meeting Minutes</a> were reviewed and approved.</li> </ul>	
<b>2</b>	<b>Program Updates</b>	
	<p><b>A - Wayfinding Signs Program (Melissa)</b></p> <ul style="list-style-type: none"> <li>• Stickers for updating 16 wayfinding signs for the recently renamed Woodfield French Immersion PS (formerly Lord Roberts PS) have been ordered and are currently in Molly's possession;</li> <li>• Installation by Molly, Laura and Melissa is scheduled for April 16th (rain date: April 21<sup>st</sup>). Post-installation, the group will photograph the updated signs and share them with the school by e-mail, accompanied by a message acknowledging the city's support.</li> </ul>	Molly, Laura and Melissa to photograph the newly installed sign stickers and share them with Woodfield French Immersion PS
	<p><b>B - Anti-Idling Program (Laura)</b></p> <ul style="list-style-type: none"> <li>• 16 schools are participating in the program, with the city covering all costs for London schools and ASRTS paying for non-London schools. The City is doing sign printing and (hopefully) delivery to schools. Delivery times remain to be confirmed at this time.</li> </ul>	ASRTS will notify participating schools that a toolkit is available to accompany signs. ASRTS will also request photos of installed signs to share with the city

	<p><b>C - Cycle Safe Program (Melissa and Laura)</b></p> <ul style="list-style-type: none"> <li>• The committee has received 21+ applications and is finalizing the list of 10 schools that will participate. The decision process is one of equity -- accepting a mix of schools across London, St Thomas, Elgin, Middlesex, and Oxford County, representing both TVDSB and LDCSB school boards, considering priority schools, and those who have participated in ASRTS programs previously (champions).</li> <li>• The total budget for the Cycle Safe Program is \$17,500.00, with the majority allocated toward School Safety Kits (helmets, water bottles, bike bells, lights, etc.).</li> <li>• Orders have been placed for these items with an expected delivery timeframe of 4 to 6 weeks. <i>Seven Star Sports</i> is also donating additional bike bells;</li> <li>• Workgroup decided to enhance the materials distributed to school by creating and printing 2 bookmarks that will be provided to participating schools.</li> <li>• All school safety kit items will be distributed to schools via school board delivery by early June, aligning with <i>Bike Month</i> and <i>Ride Bike to School Week</i>.</li> <li>• The educational toolkit is being finalized by our students – the kit includes interactive activities, presentations, and short videos covering bike safety topics, such as helmet fitting, chain maintenance, flat tire repair, etc. The toolkit will be available on the ASRTS website and shared with participating (available to all) schools;</li> <li>• The City of London is donating two bike racks as part of its broader cycling initiative. ASRTS will also purchase 1-2 for this program. Distribution will be determined by random draw among interested schools that do not already have racks. Further rack details will be discussed at an upcoming workgroup meeting.</li> </ul>	
3	<p><b>School Travel Planning (Melissa, Cat)</b></p>	
	<ul style="list-style-type: none"> <li>• Dunwich Dutton PS applied for the Cycle Safe Program but is unable to contribute funds. Unfortunately, they will not be included in the CSP this time around as our MTO application was specific in supporting 3 schools with 100% funding; 4 schools with 50% funding; and 3 schools with 75% funding.</li> <li>• Aldborough PS has expressed interest in bike helmets and cycling resources, though the school primarily relies on bussing. Eligibility and resource availability for this request will require further assessment.</li> </ul>	
4	<p><b>Spring Newsletter (Laura)</b></p>	
	<ul style="list-style-type: none"> <li>• The Spring Newsletter, which Laura screenshared with committee members, was reviewed and approved. Content was well-received and deemed appropriate. The</li> </ul>	<p>Spring Newsletter to be released Wednesday, April 8<sup>th</sup></p>

	<p>release date is scheduled for this coming Wednesday, April 8<sup>th</sup>;</p> <ul style="list-style-type: none"> <li>The standardized newsletter e-mail address - which contains an extensive string of random characters and numbers – has been identified as problematic in a previous committee meeting, with messages frequently being flagged as spam. Unfortunately, it was shared that <i>Mailchimp</i>'s free version – currently used - does not support address shortening.</li> </ul>	<p>There is a sentence on the newsletter sign up page on our website that prompts for registrants to check their spam folder to ensure the newsletter is received</p>
<p><b>5</b></p>	<p><b>CAA Safety Patrol Update (Carmen, Melissa)</b></p>	
	<ul style="list-style-type: none"> <li>The CAA Safety Patrol incentive program for participating students offered two incentive options: <ul style="list-style-type: none"> <li>A \$5.00 subsidy per patroller; or</li> <li>A bluetooth speaker.</li> </ul> </li> <li>The committee opted for Bluetooth speakers. Orders have already been delivered to STS, and distribution to patrollers will be made via STS interoffice mail to reduce postal costs;</li> <li>A one day “Train the Trainer” event is tentatively scheduled for August 17<sup>th</sup>. Interested participants should contact Melissa or Laura. Training certification will be valid for one year. Andrew, Shanna, Cat, Melissa, plus regional OPP are currently trained, but there is always room for adding in trainers.</li> </ul> <p>Crossing Guard Program (City of London):</p> <ul style="list-style-type: none"> <li>Carmen provided an overview and historical context of the School Crossing Guard Program. The program was managed by London Police Services until 2013, when management transitioned to the City of London. It is currently under assessment following a council request;</li> <li>The program operates under a contract, and has a budget of \$1.6 million, covering 104 locations with 106 crossing guards;</li> <li>Requests for crossing guard services can be submitted to the COL, typically through Service London or other platforms;</li> <li>Requests are assessed against the Ontario Traffic Council (OTC) guidelines, which require crossing guards to be at least 16 years old or City-employed, among other eligibility criteria;</li> <li>The budget is currently fully allocated. City council approval is required for additional resources;</li> <li>School boards and principals will receive a questionnaire containing information needed by city council to evaluate new crossing guard locations and resource allocation;</li> <li>Varying school bell times across locations create gaps in coverage. Addressing this discrepancy is a priority;</li> </ul>	

	<ul style="list-style-type: none"> <li>• The lack of direct communication between schools and the crossing guard program results in unnecessary guard presence (e.g., during school closures due to inclement weather). Currently, only one guard is assigned per location;</li> <li>• Preliminary recommendations include collecting local data to support location assessments, with the goal of conducting yearly reassessments;</li> <li>• Carmen shared that a new crossing guard placement threshold is being developed based on current London data, considering multiple factors, such as number of children crossing, number of individuals with disabilities, and pedestrian volume;</li> <li>• Data collection is ongoing through June, with analysis requiring at least one or two months for review;</li> <li>• Carmen anticipates preliminary results may be available before the next school year;</li> <li>• Carmen declined additional support from the committee at this time, as the assessment is in its early stages and data collection is still incomplete;</li> <li>• Laura wished Carmen success with her presentation and requested that Carmen share the results with the committee.</li> </ul>	Tanya to share a related methodology study from Western University (examining car crashes and risks factors to prioritize crossing guard placement) with Carmen
<b>6</b>	<b>Grant Opportunities (Molly)</b>	
	<ul style="list-style-type: none"> <li>• No updates at this time. A decision on the City's application is not expected until late Spring.</li> </ul>	
<b>7</b>	<b>Roundtable Updates</b>	
	<ul style="list-style-type: none"> <li>• The London Middlesex Road Safety Committee's strategic planning is looking to focus on school bus safety. More will be shared in the next few months;</li> <li>• Molly shared that London Cycle Link will be putting the Bike Month calendar together again this year;</li> <li>• An E-scooter report is being created by the City and public feedback was gathered, including police enforcement data. The report will be live April 29 and will go to the Infrastructure and Corporate Services Committee meeting May 6, then to City Council May 26.</li> </ul>	
<b>8</b>	<b>Closing Remarks</b>	
	<ul style="list-style-type: none"> <li>• Laura proposed moving the next meeting's date one week ahead, as she won't be available early June. The next meeting date was moved to May 28<sup>th</sup> at 9:30 am.</li> </ul>	Laura will update the calendar invitation
<b>9</b>	<b>Adjournment</b>	

	<ul style="list-style-type: none"><li>• Laura thanked all members for their attendance and participation, and the meeting was adjourned at 2:52 p.m.</li></ul>	
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