



## MINUTES

### Active & Safe Routes to School Steering Committee

2026 May 28

9:30 pm - 11:30 pm

In Person, STS

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

**RECORDER:** Paula Marques (MLHU)

**ATTENDEES:** Melissa Waters (SWO STS), Laura Dueck (MLHU), Kristy Kastelic (MTO), Molly Miksa (COL), Catherine McLean (SWPH), and Shanna Townsend (STS)

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

#	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 and Melissa welcomed attendees</li> <li>• Agenda approved with no additions <a href="#">2026 May 28 ASRTS Steering Committee Meeting Agenda</a>.</li> <li>• The <a href="#">2026 April 1 ASRTS Steering Committee Minutes</a> were reviewed and approved.</li> </ul>	
<b>2</b>	<b>Program Updates</b>	
	<p><b>A - Wayfinding Signs Workgroup (Melissa)</b></p> <ul style="list-style-type: none"> <li>• Stickers were ordered to cover up the old school name (Lord Roberts to Woodfield). Melissa, Laura, and Molly installed 11 of the 16 stickers; however, four signs remain unlocated. The installation process proved challenging due to the distance of some signs from the school and the signs being quite high off the ground;</li> <li>• Following installation, the group will photograph the updated signs and share them with the school via e-mail, along with a message acknowledging the city's support.</li> </ul>	<p>Molly to check with Allison Miller/Sabrina Sater from the City who were involved previously (Melissa to send Molly a map of current sign locations)</p> <p>Melissa - Follow-up with the school regarding photos and an update on the signs</p>
	<p><b>B - Anti-Idling Program (Laura)</b></p> <ul style="list-style-type: none"> <li>• 18 schools applied and 16 participated in the program (have received signs and a toolkit). Some schools have shared pictures of installed signs and how they have implemented toolkit activities.</li> <li>• The City of London covered all costs for schools located within the city. ASRTS will cover the cost of signs for schools outside London (\$425.00) -- waiting for invoice;</li> </ul>	<p>Laura to ensure payment of invoice from the ASRTS account held at MLHU</p>

	<ul style="list-style-type: none"> <li>It was identified that this program would be a good one to develop a video about.</li> </ul>	
	<p><b>C - Cycle Safe Program (Melissa and Laura)</b></p> <ul style="list-style-type: none"> <li>May has been a busy month for this program! Meetings were held with the 10 participating schools. A follow-up e-mail with step-by-step instructions was then sent. Schools received links to an extensive implementation toolkit (i.e., lesson plans, activities, social media, etc). that can be downloaded as a pdf or used from the <a href="#">website</a>;</li> <li>Participating schools also received a School Safety Kit (i.e., bells, locks, lights, helmets, stickers, water bottles). Items were collated and delivered to each of the schools by end of May, with very positive feedback;</li> <li>Five engaging and informative video shorts (2 ½ minutes each) were created and included in the toolkit. There was a video “launch” on May 5<sup>th</sup> to showcase and thank all of the students involved (6 from London Performing Arts Academy plus 2 video production interns from Fanshawe). They are available here: <a href="http://activesaferoutes.ca/">http://activesaferoutes.ca/</a>.</li> <li>There is also an evaluation component of the program. The feedback forms and info sheets have been included on the program webpage and were covered in the school meetings; but final approval from the TVDSB is pending. The co-chairs are monitoring this last aspect of the program and will communicate with schools.</li> <li>Melissa reported that there were some delays in payment of the safety kit items (Seven Star) due to cheque delivery delays. These have been resolved with the use of EFT.</li> <li>When Laura and Melissa met with schools early in May, information was gathered about each school’s bike rack situation. Melissa shared a spreadsheet with details (e.g., number of existing racks, their condition, etc.). Lord Elgin has no existing bike racks but the City is exploring their ability to provide the school with racks through other funding (therefore removed from our list). The decision of which schools would receive an ASRTS bike rack was made using the spreadsheet (above) as well as consideration of spreading out the racks across the region and school boards; therefore, racks will be distributed as follows: <ul style="list-style-type: none"> <li>☞ 1 bike rack for Forest Park (St. Thomas);</li> <li>☞ 1 bike rack for Central PS (Woodstock),</li> <li>☞ 1 bike rack for St. Anne’s (London); and</li> <li>☞ 1 bike rack for Sir Arthur Carty (London).</li> </ul> </li> </ul>	<p>Members are encouraged to have a look at the toolkit content and resources</p> <p>Schools will receive a follow up email once evaluation forms are approved</p>

	<ul style="list-style-type: none"> <li>• Both school boards will collect the racks from the City and deliver to schools for installation.</li> <li>• Bike Week is the first week of June when we are formally “launching” the program with social media posts, MailChimp messaging, and a photo-op to be used in a media release (MLHU). Will likely get pictures of an installed bike rack at a school. Southwest Public Health will take photos and share the images with the committee of an upcoming bike event.</li> <li>• The final report to MTO is due September 21<sup>st</sup>. A touch-in meeting of the cycle safe workgroup will happen early summer to review school feedback and work on completing the report.</li> <li>• Building on the success of the cycle safe videos, there may be an opportunity to get more film production students from Fanshawe in the fall term. The Committee discussed potential Fall video topics including <i>Drive to 5</i>, Wayfinding Signs, PXOs, and perhaps refreshing existing videos. Also, video showing how children travel safely; how they interact with infrastructure. Possible could use short video clips for ASRTS promotion (on social media). Group felt that the videos could be used at JK/SK orientation and welcoming new students/families to schools</li> </ul>	<p>Co-chairs to confirm photo op for a media release</p> <p>Cycle Safe Workgroup meeting to be scheduled to review feedback and plan September MTO report</p>
<b>3</b>	<b>School Travel Planning (Melissa, Cat)</b>	
	<ul style="list-style-type: none"> <li>• Dunwich Dutton PS continues to face challenges with the movement of children at the start/end of school day. Cat mentioned that there was also talk of the school day being shorted 10 minutes beginning in September, with the group considering how this might affect school travel.</li> <li>• The committee raised the question of appropriate ages for independent walking or biking to school as an opportunity to develop campaigns on safe behaviour and empower children. The feasibility of leveraging social media to share or link such resources to the ASRTS website and create promotional clips was also discussed. Further discussion will be required on this subject.</li> </ul>	
<b>4</b>	<b>Newsletter (Laura)</b>	
	<ul style="list-style-type: none"> <li>• The Spring Newsletter was released April 8<sup>th</sup> and distributed to 42 recipients. <i>Mailchimp</i> metrics showed a 52.4% open rate, though only 2.4% clicked through using embedded links;</li> <li>• One recipient’s message bounced and was unsubscribed.</li> <li>• The committee unanimously agreed to continue releasing the newsletter as an effective vehicle for showcasing the</li> </ul>	

	<p>committee’s work and promote initiatives, such as the Cycle Safe Program. Subscriber numbers are growing steadily.</p> <ul style="list-style-type: none"> <li>For the next school year, the committee will seek to engage more schools and collaborate with Fanshawe students on back-to-school video shorts promoting active transportation, child independence and <i>Drive to 5</i>. Content could also include independent walking to school and wayfinding signs.</li> </ul>	<p>Melissa and Laura will reach out to ASRTS-involved schools to promote the newsletter and future initiatives</p>
<b>5</b>	<b>CAA Safety Patrol Update (Melissa)</b>	
	<ul style="list-style-type: none"> <li>Bluetooth speakers have been distributed to safety patrollers as a thank you from CAA. The committee is seeking to engage more schools in the safety/bus patroller “Train the Trainer” initiative (details on the CAA website). Social media promotion would enhance visibility.</li> <li>Melissa has received confirmation from Parkview and Kensal Park to be involved next year again (5 schools involved this past year)</li> </ul>	<p>Melissa to reach out to Jeff Hare OPP and other potential collaborators that might be able to support this initiative</p>
<b>6</b>	<b>Grant Opportunities (Molly)</b>	
	<ul style="list-style-type: none"> <li>Molly reported that the City was not successful in its application for Lord Elgin PS through Green Municipal Fund “Safe and Active School Routes” (but will try to implement aspects of the grant project as able, such as bike racks).</li> <li>Molly is in the process of applying for London to be a “<a href="#">Bicycle Friendly Community</a>” (has had designation before).</li> <li>MTO grant decisions remain pending with the director’s office, with no timeline established. Details will be finalized once decisions are announced.</li> <li>Laura suggested anticipating potential MTO grant projects and discussing them now: promoting ASRTS through updated videos or brochures, as current materials are outdated; print resources, videos, promo items for schools, posters with QR code to website; or even extending work to secondary schools or translation of materials.</li> <li>The co-chairs asked members to share any other ideas that may come to mind in the next month or two.</li> </ul>	<p>Committee members are invited to share additional ideas over the next month or two</p>
<b>7</b>	<b>Roundtable Updates</b>	
	<ul style="list-style-type: none"> <li>The ASRTS display at White Oaks Family Fun Night is planned for June 11<sup>th</sup>; Shanna will be staffing the display and has giveaways such as ASRTS Reflective stickers, zipper pulls, pencils and Cycle Safe postcards.</li> <li>The committee discussed the seeming “wild west” of micromobility devices in the jurisdiction. E-scooters are</li> </ul>	

	<p>being sold in London stores without customer notification of public riding restrictions. This highlighted a lack of retail support and a potential campaign opportunity.</p>	
<b>8</b>	<b>Closing Remarks and Adjournment</b>	
	<ul style="list-style-type: none"> <li>• Laura thanked all members for their attendance and participation. The meeting was adjourned at 11:32 a.m.</li> <li>• Plan to set dates for next school year (5 meetings with in-person as 1-2 of them).</li> </ul>	<p>Laura will send out a Doodle poll</p>