



Active Transportation and Safe Roads Advisory Committee Agenda

Thursday, January 11, 2024, 4:00 p.m.

Hybrid Meeting

Whitby Town Hall

This Advisory Committee meeting will be held in a hybrid meeting format. Members of the public may attend this meeting virtually or in-person. Those wishing to attend the meeting virtually are required to email clerk@whitby.ca by noon on the business day prior to the meeting to obtain the virtual meeting link.

Should you wish to provide comments regarding a matter being considered below, please submit written correspondence and/or a Delegation Request Form.

- **To submit written correspondence**, please email your correspondence to the Office of the Town Clerk at clerk@whitby.ca by noon on the business day prior to the meeting. Correspondence must include your full name, address, and the item on the agenda that your correspondence is related to.
- **To speak during the Advisory Committee meeting either in-person or virtually**, please submit a Delegation Request Form online to the Office of the Town Clerk by noon on the business day prior to the date of the meeting. Should you be unable to access a computer, please call 905.430.4315 to speak with a Staff Member in the Office of the Town Clerk.

A Revised Agenda may be published on a later date. Late items added or a change to an item will appear with an asterisk beside them.

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1. **Call to Order**
 2. **Appointment of Chair and Vice-Chair**
 3. **Declarations of Conflict of Interest**
 4. **Approval of Previous Minutes**
Recommendation:
That the Active Transportation and Safe Roads Advisory Committee minutes of June 8, 2023 be approved.
 5. **Presentations**
 6. **Delegations**
 7. **General Business and Reports**
 - 7.1 Introduction of New Members

- 7.2 Review of Committee's Terms of Reference
- 7.3 Active Transportation Plan Overview
- 7.4 2023 Active Transportation and Safe Roads Budget and Expenditures
 - Engineering Services
 - Community Services
- 7.5 2024 Active Transportation and Safe Roads Budget Plan
 - Engineering Services
 - Community Services
- 7.6 Subcommittee Updates

8. Correspondence

9. Council Update

10. Other Business

11. Next Meeting

Thursday, March 14, 2024 - 4:00 p.m.

12. Adjournment

Recommendation:

That the meeting adjourned.



Active Transportation and Safe Roads Advisory Committee Minutes

June 8, 2023, 4:00 p.m.
Hybrid Meeting
Whitby Town Hall

Present: Gary Carroll
Ana Duff
David Johnston
Liam Lacy
Brad Mavins
Peter Phillips, Chair
Lewis Williams

Regrets: John Patte

Also Present: Tara Painchaud, Staff Liaison, Senior Manager of Transportation Services
Lalita Thakali, Staff Liaison, Transportation Engineer
Sean Malby, Senior Manager, Parks, Parks Planning and Culture
Heather Ellis, Council and Committee Coordinator (Recording Secretary)

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1. Call to Order
 2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3. Approval of Previous Minutes

Recommendation:

Moved by Gary Carroll

That the Active Transportation and Safe Roads Advisory Committee minutes of May 11, 2023 be approved.

Carried

4. Presentations

4.1 Alia Tulloch, Transportation Planning Analyst, and Chris Leitch, Principal Planner, Transportation Planning, Region of Durham

Re: Durham Meadoway Visioning Study

Alia Tulloch provided a presentation regarding the Durham Meadoway Visioning Study. Highlights of the presentation included:

- an overview of the vision statement and guiding design principles;
- linking to existing amenities; and,
- a summary of proposed route alterations to navigate physical obstacles such as Highway 412, and Ashburn Road to Lynde Creek.

5. General Business and Reports

5.1 Bike Month Update

Lalita Thakali provided an update regarding Bike Month activities including an update to the Active Whitby Map and school visits.

Brad Mavins provided an update regarding Play in Whitby Day. Mr. Mavins stated that the event was well attended and that residents were interested in learning about the Town's active transportation network.

5.2 Mary Street Update

Lalita Thakali provided an update regarding Mary Street which included an overview of the two options for establishing a bike lane along Mary Street.

A question and answer period ensued regarding:

- whether un-urbanized areas would be converted to an urban paved shoulder at a future date;
- plans for pedestrian traffic;
- impacts to the design from the Metrolinx Bus Rapid Transit Plan;
- which stakeholders were being consulted; and,
- the proposed timeline for implementation.

5.3 Work Plan Adoption

Peter Phillips requested that the Committee finalize and approve the Work Plan.

Recommendation:

Moved by Lewis Williams

That the Active Transportation and Safe Roads Advisory Committee approve the Committee's 2023-2026 Work Plan.

Carried

5.4 Water Street Environmental Assessment

Peter Phillips stated that the Water Street EA Study was receiving feedback via Connect Whitby until June 30, 2023 and requested that the Committee submit feedback.

5.5 Summer Construction Schedule

Tara Painchaud advised that construction project updates were on the Town's Construction Updates webpage. Ms. Painchaud advised that upcoming projects included urban road reconstruction projects, converting several intersections to an all-stop intersection, and sidewalk replacement projects.

Sean Malby provided an update regarding upcoming parks and recreation projects including improvements to the Waterfront Trail, the Florence Trail connection at Florence Drive, and the Hydro Electric Power Corridor.

5.6 Bike Counter Update

Lalita Thakali provided an update regarding the location of the bike counters. Ms. Thakali stated that the counters provide information pertaining to bike traffic including number of bikes and direction of travel.

A brief question and answer period ensued regarding how the data was used and whether the data could be shared with the Committee.

6. Council Update

There was no Council update.

7. Other Business

7.1 Recruitment

Tara Painchaud advised that there were two Committee vacancies and that she was requesting the Office of the Town Clerk to open recruitment over the summer.

8. Next Meeting

Thursday, September 14, 2023 - 4:00 p.m.

9. Adjournment

Recommendation:

Moved by Liam Lacy

That the meeting adjourned.

Carried

The meeting adjourned at 6:05 p.m.



Active Transportation & Safe Roads Advisory Committee Terms of Reference

| | |
|--------------------------|---|
| Number: | ToR-AC-02 |
| Reference: | Council Resolution #492-17 and #54-21 |
| Date Approved: | October 30, 2017 |
| Date Revised: | October 29, 2021 |
| Approval: | Council |
| Point of Contact: | Office of the Town Clerk (Secretariat Support) Public Works Department Representatives (Staff Liaison) |

1.0 Enabling Legislation

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Whitby Council has deemed it advisable to establish an Active Transportation and Safe Roads Advisory Committee (ATSRAC).

2.0 Mandate and Responsibilities

ATSRAC will advise Council on matters related to safe roads, active transportation and trails, monitor the implementation of the Active Transportation Plan and encourage, promote and participate in the planning of active transportation and safe roads policies, programs and facilities. Further responsibilities include:

- To serve as a liaison between the community and the Town on matters pertaining to active transportation and safe roads;
- To monitor the implementation of active transportation components of the Active Transportation Plan, Waterfront Parks and Open Space Master Plan, Transportation Master Plan and Official Plan, and to take action to influence the progress, as necessary;
- Provide advice to staff in the development of transportation plans, policies, and programs to promote and encourage safety for all road and trail users;
- To advise on the development, delivery and maintenance of active transportation policies, programs and facilities;
- To educate residents and businesses regarding the environmental, social, economic and health benefits of active transportation;
- To promote, support, and increase active transportation as a more routine component of the work/school commute, shopping, socializing and entertainment endeavours;

- To encourage citizens to use forms of active transportation through public outreach, education programs and events (e.g. monthly walks, etc.);
- To educate the public on the benefits, necessities and safety aspects of active transportation and Safe Roads;
- Provide input into the development of an effective public engagement strategy, including increased social media, in accordance with the Town of Whitby Social Media Policy;
- To support active transportation as an economic driver;
- To collaborate with adjacent municipalities to support active transportation;
- To promote and enhance continuous and integrated cycling and leisure trails (i.e. trails, sidewalks, bicycle lanes) within Whitby and with its neighbouring municipalities;
- Encourage legislation and policy changes that support and strengthen active transportation;
- Provide an increased understanding of active transportation and Safe Roads issues and concerns within the Town of Whitby;
- Advise on new or improved transportation initiatives for all road users including pedestrians and cyclists; and,
- Assist in monitoring the effectiveness of all transportation and safety initiatives.

3.0 Lead Department

3.1 The Public Works Department will be the lead for the Active Transportation and Safe Roads Advisory Committee. Staff from the Planning and Development Department and Community and Marketing Services Department will serve as department representatives to provide expertise or report on various matters as required.

4.0 Membership and Composition

4.1 The Active Transportation and Safe Roads Advisory Committee shall be comprised of up to ten (10) and no less than five (5) citizen appointments, and one (1) Member of Council.

| # | Committee Members | Member Type |
|----|----------------------|-------------|
| 10 | Citizen Appointments | Voting |
| 1 | Member of Council | Non-Voting |

| # | Contributing Stakeholders |
|---|--|
| 1 | Community and Marketing Services Department Representative |
| 1 | Planning and Development Department Representative |

5.0 Member Qualifications

5.1 The following qualifications should be considered for appointing members to the Active Transportation and Safe Roads Advisory Committee:

- 5.1.1 Strong interest in active transportation and/or road safety.
- 5.1.2 Demonstrated passion through previous volunteer experience.
- 5.1.3 Ability to commit necessary time to meetings and events.
- 5.1.4 Demonstrated expertise through work/academic qualifications and/or is an avid active transportation user.
- 5.1.5 Strong interpersonal skills and able to maintain effective working relationships.

6.0 Meeting Frequency and Schedule

- 6.1 The Active Transportation and Safe Roads Advisory Committee shall meet bi-monthly on the second Thursday of the month, six (6) times per calendar year. Subcommittees may meet as necessary.
- 6.2 The duration of the meeting shall be two (2) hours for each scheduled meeting date, from 4:00 p.m. to 6:00 p.m.

This Terms of Reference is hereby approved by Council Resolution #492-17 on this 30th day of October, 2017 and Council Resolution #54-21 on this 8th day of March, 2021.