



Burlington Cycling Advisory Committee Meeting
Agenda

Date: November 23, 2021
Time: 7:00 pm
Location: Virtual

Pages

1. Land Acknowledgement:

Burlington as we know it today is rich in history and modern traditions of many First Nations and the Métis. From the Anishinaabeg to the Haudenosaunee, and the Métis – our lands spanning from Lake Ontario to the Niagara Escarpment are steeped in Indigenous history. The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway and other allied Nations to peaceably share and care for the resources around the Great Lakes. We would like to acknowledge that the land on which we gather is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

2. Declarations of Interest:

3. Approval of Minutes:

3.1. Approve minutes from the meeting held October 26, 2021

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4. Delegation(s):

4.1. Lauren McAusland and Vijai Kumar Singh, Bay Area Climate Change Council

Improving low carbon transportation across the cities of Hamilton and Burlington.

5. Regular Items:

5.1. 2022 Meeting Schedule

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Motion to vote on:

- Approve the Cycling Advisory Committee's 2022 meeting schedule.

5.2. 2022 workplan discussion

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Attached is the 2021 workplan for reference.

6. **Other Business:**

7. **Adjournment:**



Burlington Cycling Advisory Committee Meeting

Minutes

Date: October 26, 2021
Time: 7:00 pm
Location: Virtual

1. Members Present:

Chris Scotland (Chair), Brett Moore, Claudia Segatore, Jon Millman, Pat Binnie, Laura Fowlie, Mohamed Abdel-Aziz, Katherine Dobson, Tracey Almeida, Rob Todd, Mo Sayed, Nancy Gray, James Dekens

2. Member Regrets:

Vicki Trottier, Greg Pace

3. Others Present:

Councillor Kelvin Galbraith (left at 7:30 p.m.), Dan Ozimkovic (Transportation Planning Technologist), Georgie Gartside (Clerk)

4. Land Acknowledgement:

The Chair read the city's land acknowledgement.

5. Declarations of Interest:

None.

6. Approval of Minutes:

6.1 Approve minutes from meeting held September 28, 2021

On motion, the minutes from the meeting held September 28, 2021 were approved as presented.

7. Delegation(s):

7.1 Election Policies

Amanda Fusco, Deputy City Clerk, shared the following:

Proposed Public Appointment Policy:

Kevin Arjoon, City Clerk, is preparing a new Public Appointment Policy which sets out the rules for appointments to city advisory committees and boards. The report and draft policy will be presented at the November 10, 2021 Corporate Services, Strategy, Risk and Accountability Committee meeting. A copy will be circulated to the committee once it has been published in the agenda.

Campaign Contribution Rebate Program:

Council asked the Office of the City Clerk to bring back options for a modest rebate program to assist candidates with their election campaigns. Oakville, Markham, Whitby, Oshawa, Ajax and Toronto all have programs. The rebate program would be paid for through taxpayer dollars.

Questions:

Have other municipalities with a rebate program seen an increase in candidates?

Staff is currently obtaining data and will be reporting back to Council in December with that information.

8. Regular Items:

8.1 Staff update

Dan provided the following updates:

- Rural Active Transportation Strategy - virtual engagement will begin on Nov. 8. Information will be shared with the committee.
- Sharrows and parking lines from last meeting - spoke to traffic operations staff and they will provide additional information to committee. Regarding Kenwood Avenue, the contractor made a mistake of placing the markings next to the parking lane. Contractor will remove and add sharrows to the middle of the lane.

- Active transportation bridge over QEW - have been discussing with Ministry of Transportation (MTO) staff. Location is just east of Brant Street. Rough sketch has been shared with the MTO. MTO will be doing a lot of work at the Freeman interchange over the next 10 years and will allow the city to piggyback on their project by using the same contractors.

Questions:

Is there going to be a connection to Roly Bird Park?

Yes, will connect to the bike path on the hydro corridor.

Will the bridge cross the rail lines?

There are no rail lines to cross. It will cross the QEW.

Regarding the rural active transportation strategy project, is there any consideration of building a mock up in a section for residents to see what the infrastructure will look like?

Unfortunately, all brand new infrastructure would have to be installed which would require drawings and cost a lot of money. Every proposed facility will include a photo and description on the website during the engagement.

8.2 Integrated Transportation Advisory Committee update

No update.

8.3 New representative for Integrated Transportation Advisory Committee

Motion:

Approve Jon Millman as the Cycling Advisory Committee's representative on the Integrated Transportation Advisory Committee. **CARRIED**

8.4 Timelines for 2021 annual report and 2022 workplan

Georgie shared the following timelines to complete and approve the committee's 2021 annual report and 2022 workplan:

November - 2022 workplan discussion

December - no meeting

January - annual report and workplan to be approved by the committee

February - report to Corporate Services, Strategy, Risk and Accountability Committee with all advisory committee's annual reports and workplans

8.5 Review of 2021 workplan items

Chris reviewed the 2021 workplan in preparation of the committee's annual report. The following updates were noted:

- Virtual bike month seminars were held this year and in-person programming will start next year. This item could roll over to the 2022 workplan
- Social media promotion - Katherine had Dan and Tourism Burlington on CHCH for a bike riding segment
- Cycling giveaways were given away during the summer. Dan will order more lights and bells at the end of this year
- Cycling map - Laura and Nancy worked with Dan on updating the map. Printed map will be distributed
- Review websites: Laura has been reviewing them
- 2021 Ontario Bike Summit - scheduled for Dec. 1 & 2
- Attendance at events - if anyone attended events, virtual or otherwise, please let Chris know for the annual report
- Partner with schools - no update - move to 2022 workplan

9. Other Business:

9.1 Ontario Traffic Manual - Book 18

Dan shared a link to the [Ontario Traffic Manual Book 18](#) regarding cycling facilities for the committee's information.

10. Adjournment:

Chair adjourned the meeting at 7:51 p.m.



Cycling Advisory Committee

2022 Meeting Schedule

(meetings are generally the last Tuesday of the month)

Meeting time: 7 - 9 p.m.

Date	Location
January 25	Virtual via Zoom
February 22	Virtual via Zoom
March 29	Virtual via Zoom
April 26	Virtual via Zoom
May 31	Virtual via Zoom
June 28	Virtual via Zoom

Due to the 2022 municipal election, meetings will not occur after June 30.

Cycling Advisory Committee
2021 Workplan

Strategy:

- Celebrate cycling in the community
- Promote and encourage cycling with all ages
- Raise awareness about cycling in community and with city officials and staff
- Provide fun focused events that will draw more people year after year

Item	Details	Lead/Interested members	Budget
Provide feedback into city plans/studies	<ul style="list-style-type: none"> • Cycling Infrastructure projects • North Burlington Active Transportation Strategy • Integrated Mobility Plan 	Group effort	\$0
Library Seminars	<ul style="list-style-type: none"> • To promote and encourage cycling with all ages. Could be done virtually. • Ex. How to tune up your bike programs, partnerships with local cycling shops for bike maintenance 101, road safety. • This would be a long term goal as virtually might not be the best option. • Focus on webcasted seminars during bike month for 2021-brand new ones will be out for 2021 and 2020 webinars are still up. 	Tracey Jon Vicki James	\$50 for any communication materials
Social Media Promotion	<ul style="list-style-type: none"> • Create standard messaging that can be used on the city's Facebook and Twitter accounts semi-monthly. Create specific messaging for: Bike to School Week and Bike Month in June. • Promote Council riding their bikes during bike week 	Brett Mohamed Katherine James	\$0

	<ul style="list-style-type: none"> • Post social media links to bike safety information • Online giveaways during COVID • Promote service request page on city website to report potholes 		
Cycling Giveaways	<ul style="list-style-type: none"> • Work with members of ITAC to promote cycling. Have bells and lights available at city facilities that are currently open to the public. • Bike lights and bells. A lot is left over from 2019 and 2020, so no need to worry about the costs for 2021. • Keep an eye out for new products that could be available for future giveaways. • Brainstorm ideas on how to give the items away for 2021 • Work with social media promotion team on new ideas/giveaways 	Claudia Greg James	\$0
Update city cycling webpage burlington.ca/cycling	<ul style="list-style-type: none"> • Review content and recommend updates • Update 2017 Cycling Map-potential for distribution 	Laura Nancy	\$0
Review websites: Tourism Burlington, Burlington Downtown Business Association, Aldershot BIA, etc.	<ul style="list-style-type: none"> • Look for cycling information; update existing information or add new information 	Laura	\$0
Attend 2021 Ontario Bike Summit (www.sharetheroad.ca)	<ul style="list-style-type: none"> • Q3 or Q4 of 2021 	Volunteer at the time of summit. Rob is already going for another organization and can represent BCC	~\$400 Past summits have had a fee, but there are no current fees listed on the website for 2021.
Attend Events	<ul style="list-style-type: none"> • If in-person events return in 2021, attend 	Volunteer at the time of event	\$50 for any communication materials

	<p>and promote cycling. Cycling Committee has a banner and tent for events.</p> <ul style="list-style-type: none"> • Community Rides 		
Partner with schools	<ul style="list-style-type: none"> • Promote cycling and cycling safety in schools. Ex. Bike Rodeos in Schools • Potential for virtual events in individual schools. Webinars were promoted last year through the school board and were doing school hours so it could be a part of the lesson for the day. 	Tracey Jon Vicki Greg Pat	\$50 for any communication materials
Total Costs			\$550