

Transportation Association of Canada
Small Municipalities Task Force
Meeting
Delta Hotel, St. John's, NL
Minutes

Date: Sunday, September 24 2017

Chair: *Maureen Van Ravens*, Town of Halton Hills (ON)

Present: *Jane Fraser*, Halifax Regional Municipality
Ryan Grodecki, Town of Caledon (ON)
Tahir Hameed, Strathcona County (AB)
Mark Hearson, Fireseeds North Infrastructure (MB)
Jon Lewis, City of Fredericton (NB)
James Mallet, Paradigm Transportation Solutions (ON)
Shannon Noonan, City of Cambridge (ON)
Greg O'Brien, WSP (NS)
Samantha Piper, City of Chilliwack (BC)
Tim Savoie, City of Port Moody (BC)
Heide Schlegl, Town of Milton (ON)
Mark Stuckless, City of Mont Pearl (NL)
Sandra Majkic, TAC Secretariat

Also present: *Kelsey Davis*, WSP (NL)
Luay Mustafa, TAC Secretariat

1. Opening Remarks

Ms. Van Ravens welcomed participants to the meeting and roundtable introductions followed.

2. Review and Approval of Agenda

Ms. Van Ravens drew attention to the proposed agenda. No suggestions were offered. The agenda was approved as circulated.

3. Review and Approval of the Minutes: June 7 2017 Teleconference

Ms. Van Ravens drew attention to the draft minutes circulated in advance and invited comments. No changes were required and the minutes were approved as presented. Ms. Van Ravens noted that items on the agenda will include business arising from the minutes.

4. Chair's Report

Ms. Van Ravens drew attention to the update to the Board circulated in advance and submitted to the Board prior to the meetings. She invited comments and suggestions for the future reports. None were offered. Ms. Van Ravens noted that no verbal update will be provided at the Board meeting. A verbal report will be delivered in April 2018.

5. TAC Strategic Plan

Ms. Van Ravens drew attention to the [TAC's Strategic Plan](#) that was approved by the Board in April 2017. She highlighted the key elements of the plan such as TAC's vision and mission as well as the focus areas and strategic priorities. Ms. Van Ravens noted that the plan is a great document to guide the work of TAC councils, committees and task forces and suggested time be allocated at the future teleconferences to review the plan in detail as well the terms of reference and work plan of the Task Force to determine if any adjustments are needed. She encouraged members to review the strategic plan and be prepared for discussion as required.

6. Current Business

- **Speed Management Webinar**

In absence of Mme. Berthod and Mr. Mackey, Ms. Van Ravens reported that the webinar proposal had been prepared and posted on the SharePoint. She noted that Mr. Mackey expressed an interest in delivering the webinar and that TAC recommended no more than two speakers per a webinar based on feedback received from past webinars. Ms. Van Ravens suggested that further discussion on the speed management webinar be deferred until the next teleconference.

- **TAC News Column**

Ms. Van Ravens drew attention to the list of contributors to the TAC News column assembled at the last teleconference as follows:

- Jane Fraser- Parking technology used in Halifax
- Raheem Dilgir -Road safety tool for municipalities
- Keenan Patmore- Compliance with Transport Canada grade crossing regulations
- Tom Baumgartner - Development review in Okanagan (BC)

The following potential topics and contributors have been identified:

- H. Schlegl- Speed management (results of before and after study) and the first transportation master plan for the Town of Milton
- R. Grodecki-Transit feasibility study for the Town of Caledon
- S. Piper- Cycling vision for the City of Chilliwack
- T. Hameed- Traffic calming measures
- S. Noonan- Long term planning of operations and maintenance (transportation master plans)

7. 2018 Conference Events

Ms. Van Ravens indicated that the call for topics had been issued by the secretariat and invited discussion and suggestions for the events that will be organized by the Task Force. It was suggested that two panel sessions be organized as well as one presentation session titled "Innovations in small municipalities". Ms. Majkic explained that a presentation session will require a call for presentations that will need to be reviewed by a committee formed by the Task Force. Although it may require more work by the Task Force members than organizing a panel session, it will offer an opportunity for members from other small municipalities in Canada to showcase their projects and share common issues. Furthermore, if there are no submissions for the presentation session, the Task Force will still have two discussion panels in the program.

Mses. Van Ravens and Schlegl and Messrs. Mallet and Stuckless agreed to review submissions for the presentation session.

The following members expressed interest to participate in panel discussions with various topics:

- M. Van Ravens- Truck movement strategy for the Town of Hilton Hills
- R. Grodecki- Transportation master plan for the Town of Caledon
- T. Hameed- Bike boulevard in Strathcona County
- J. Fraser- Asset management, Halifax Regional Municipality
- J. Mallet- Asset management and active transportation plan for the Town of Oakville

Ms. Van Ravens suggested organizing a session on public consultation methods. She noted that methods have evolved and that it would be interesting to see how agencies are conducting such consultations.

Ms. Noonan indicated that the forms with topics need to be submitted to TAC by October 31 and that she will follow up with Task Force members shortly after the meeting to confirm the topics and speakers.

8. Presentation: Challenges of Undertaking Transportation Master Plans in Small Municipalities and Strategies to Overcome Them

Jim Mallet (Paradigm Transportation Solutions) provided a presentation (attached) about challenges with developing transportation master plans in small municipalities. Mr. Mallet provided examples from Oxford County and Town of Caledon in Ontario. He talked about challenges faced in developing master plans and strategies used to overcome them. Following the presentation members shared their experiences and challenges with long term planning in small municipalities.

9. Roundtable

In roundtable discussion, members shared information about new initiatives and issues within their jurisdictions. It was noted that asset management, development of master plans and integrated mobility plans, transit service in small municipalities, severe weather events, street light energy efficiency programs, speed management in residential areas along rural roads, crosswalk safety, traffic calming, parking strategies, active transportation, truck movement issues, traffic enforcement and education, growing population with different expectation for services were common interests for members.

10. Next Meeting

Ms. Van Ravens suggested a teleconference be convened shortly after the meeting to discuss 2018 conference events and TAC's Strategic Plan.

There was no further discussion and the meeting was adjourned.

Prepared by: S. Majkic
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