

**Transportation Association of Canada
Small Municipalities Task Force
Meeting
Marriott Hotel Ottawa
Minutes**

Date: Saturday, April 22, 2017

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

Present: *Tom Baumgartner*, Watt Consulting Group (BC)
Catherine Berthod, Ministère des Transports, Mobilité durable et l'Électrification des transports (QC)
Rahim Dilgir, TranSafe Consulting (BC)
Jane Fraser, Halifax Regional Municipality (NS)
Mark Hearson, Fireseeds North Infrastructure (MB)
Jon Lewis, City of Fredericton (NB)
James Mallett, Paradigm Transportation Solutions (ON)
Greg O'Brien, WSP Canada (NS)
Keenan Patmore, MORR Consulting (MB)
Heide Schlegl, Town of Milton (ON)
Sandra Majkic, TAC Secretariat

Also Present: *Clark Gunter*, WSP Canada
Lynne Parisien, TAC Secretariat

1. Opening Remarks

Ms. Van Ravens welcomed participants and introductions followed.

2. Review and Approval of Agenda

Ms. Van Ravens drew attention to the proposed agenda. She noted that Clark Gunter, Chair of the Integrated Committee on Climate Change will provide an update on committee activities during the meeting. There were no other suggestions and agenda was approved as amended.

3. Review and Approval of the Minutes-February 1 2017 Teleconference

Ms. Van Ravens drew attention to the draft minutes circulated in advance and invited comments. No changes were required and it was **agreed by motion** (Schlegl/O'Brien) that the minutes be approved as presented. Business arising from the minutes was discussed as part of the agenda.

4. Chair's Report

Ms. Van Ravens drew attention to the report prepared and submitted to the Board prior to the meetings. She invited comments and suggestions for the future reports; none were offered. Ms. Van Ravens indicated that she will provide a report to the Board during the meetings in Ottawa.

5. Current Business

- **TAC News Column**

The following topics and contributors were identified for the future TAC News column (not in particular order):

- Jon Lewis- Follow up on the previous article about a roundabout in Fredericton and a study completed by the University of New Brunswick.
- Heide Schlegl - Follow up to last article on results of pedestrian crossing installations in Town of Milton.
- Jane Fraser- Parking technology used in Halifax – leverage into smart city strategy (planned for May).
- Raheem Dilgir -Road safety tool for municipalities.
- Keenan Patmore- Compliance with Transport Canada grade crossing regulations.
- Tom Baumgartner - Development review in Okanagan (BC).

- **2017 Conference Events**

On behalf of Ms. Noonan, Ms. Van Ravens reported that the SMTF will organize three events at the 2017 conference. There will be one joint presentation session with the Sustainable Transportation Standing Committee about sustainable transportation in smaller municipalities as well as two panel sessions, 90 minutes each, organized by the SMTF. She noted that almost all speakers confirmed their participation, but one speaker will be required for the morning session. Ms. Van Ravens added that she will send an invitation to the SMTF and she encouraged interested members to consider providing a presentation at the SMTF conference session.

Action: M. Van Ravens

- **Committee Updates**

- a) Joint Active Transportation Subcommittee (JATSC)**

Ms. Schlegl provided a report on behalf of the JATSC. She reported on committee discussions and priority issues.

- b) Road Safety Standing Committee (RSSC)**

Ms. Berthod and Mr. Dilgir provided a report on discussion and activities of the RSSC.

- **Nominations for the TAC Volunteer Recognition Awards**

There were no nominations for the 2017 Volunteer Recognition Awards.

- **Speed Management Webinar**

Ms. Berthod reported that she informed the RSSC Executive about the webinar proposal to include contents from the TAC *Speed Management Guide*. She indicated that no response had been provided and added that she would follow up with the RSSC and report to the SMTF. She further noted that the webinar will likely be offered later in the fall.

Action: Ms. Berthod

6. Report from the TAC Integrated Committee on Climate Change (ICCC)

Clark Gunter (WSP Canada), the Chair of the ICCC provided a report on committee activities. Mr. Gunter talked about committee's mandate, proposed terms of reference and activities planned in the next year. He

indicated lack of municipalities represented on the committee and invited members interested in joining the committee to contact him.

Following the report, Ms. Van Ravens indicated that the SMTF will continue discussion with the ICCC about climate change issues. Task Force will also continue receiving updates on committee's activities through its liaison on the ICCC.

8. Roundtable Discussion

In roundtable discussion, members shared information about new initiatives and issues within their jurisdictions. It was noted that development of master plans for small municipalities, speed management practices, integrated mobility plans, health concerns related to LED lighting source, integrated parking technologies, development reviews, compliance with the grade crossing regulations, demands for increased network connectivity, transit and truck movement strategies, pavement markings on rural roads were common interests for members.

7. Next Meeting

Ms. Van Ravens noted that the next meeting will be via teleconference. Date is to be determined later. There was no further business and the meeting was adjourned.

Prepared by: S. Majkic
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