

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

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**Date:** April 9, 2016

**Chair:** *Heide Schlegl*, Town of Milton (ON)

**Present:** *Tom Baumgartner*, Boulevard Transportation (BC)  
*Jane Fraser*, Board Liaison, Halifax Regional Municipality (NS)  
*Mark Hearson*, Fireseeds North Infrastructure (MB)  
*Rick Kester*, City of Belleville (ON)  
*Jon Lewis*, City of Fredericton (NB)  
*Shannon Noonan*, City of Cambridge (ON)  
*Greg O'Brien*, WSP Canada (NS)  
*Samantha Piper*, City of Chilliwack (BC)  
*Mark Reimer*, MORR Transportation Consulting Ltd. (MB)  
*Maureen Van Ravens*, Town of Halton Hills (ON)  
*Craig Stackpole*, TAC Secretariat  
*Sandra Majkic*, TAC Secretariat  
*Lynne Parisien*, TAC Secretariat

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### **1. Opening Remarks**

Ms. Schlegl welcomed participants and introductions followed.

### **2. Review and Approval of Agenda**

Ms. Schlegl drew attention to the proposed agenda. She invited changes or additions. None were offered and agenda was adopted as circulated.

### **3. Review and Approval of the Minutes-March 1 2016 Teleconference**

Ms. Schlegl drew attention to the draft minutes circulated in advance and invited comments. No changes were required and the minutes were approved as presented. Business arising from the minutes was discussed as part of the agenda.

### **5. Chair's Report**

Ms. Schlegl drew attention to the report to the Board circulated in advance and noted that a verbal report will be provided on Monday, April 11. There were no objections or suggestions for changes in the report.

### **6. Current Business**

- **Overview of the Workplan**

H. Schlegl reported that she had not had a chance to discuss and review the workpan with Ms. Van Ravens and suggested the work plan be discussed at the meeting. Ms. Schlegl drew attention to the terms

of reference available on the website and provided an overview of the mandate and objectives. She enquired whether any changes or further discussion about the mandate and objectives is required. There were no suggestions and it was concluded that the mandate and objectives are relevant and appropriate. Ms. Schlegl noted that the Task Force's membership continues to grow, which is a sign that the work of the Task Force is relevant and meets the needs of small municipal members.

- **2016 Conference Event**

Ms. Van Ravens reported that the panel is being finalized with four confirmed presenters. Ms. Van Ravens agreed to chair the session. She noted a scheduling conflict indicating that she will be working with the secretariat to reschedule the event currently in the program for Tuesday morning.

**Action:** Ms. Van Ravens

- **TAC News Column**

It was confirmed that S. Piper (school and playground zone signing practices) and H. Schlegl (pedestrian crossings in Ontario) will contribute articles to the *TAC News*.

L. Parisien, *TAC News* Editor, indicated that articles should be 400-450 words and that contributors are not required to write an article, but rather provide some key points or highlights as well as images that would help her draft an article. Once drafted, articles are provided back to contributors for their review before they are published.

J. Lewis indicated that he may contribute an article about the first multilane roundabout in Fredericton, where drones had been used to monitor drivers' behavior.

- **Volunteer Recognition Awards**

The participants were informed that a recommendation had been received to nominate Rod Sanderson for a Distinguished Service Award. S. Piper, who submitted that recommendation on behalf of the Task Force, shared some information about Mr. Sanderson's contribution to transportation industry and the Small Municipalities Task Force. There were no objections and Ms. Fraser, Board Liaison, agreed to nominate Mr. Sanderson for a Distinguished Service Award on behalf of the Task Force.

## **7. Presentation: Requirement for the new Canadian Grade Crossing Regulations**

Mr. Reimer, MORR Consulting, provided a presentation on requirements about the new Canadian *Grade Crossing Regulations* (attached). Mr. Reimer provided an overview of the regulations, implications to road authorities and requirements for information sharing. Mr. Reimer also talked about real-time railway information system, TrainInfo, that was implemented on some railway crossings in Winnipeg.

Following the presentation, participants discussed the requirements by Transport Canada for information sharing and compliance with Regulations and talked about members' experiences with data collection.

## **8. Roundtable Discussions**

Greg O'Brien reported about a project to provide guidance for street name font size and use of lower/upper cases. He noted that a survey was sent to TOMSC and indicated that the survey will be forwarded to the Task Force for their input.

**Action:** Secretariat

Mr. O'Brien talked about the street light conversion to LED indicating that some agencies reported that the street lights no longer conform to IDS standards after conversion.

S. Noonan reported that the City of Cambridge is going through conversion to meet IDS standard, but not very optimistic that it will achieve 100% rating.

M. Van Ravens noted that the Town of Halton Hills replaced 2000 of 4500 lights. There were some complaints that LED are too bright, even with their outputs a fraction of the previous lights; considering shielding to limit distribution at certain areas, typically in residential areas.

J. Lewis reported that the City of Fredericton completed street lights conversion to LED; less light dispersion now causing shadows on crosswalks.

R. Kester identified the same issues with LED lighting noting that the City of Belleville is starting conversion. Mr. Kester reported the following: issues with grass cutting/snow removal on overpass banks, ongoing issue with linkages between municipalities and MTO infrastructure and Eastern Ontario Mayors Committee (11 members) work on an Eastern Ontario traffic assessment.

T. Baumgartner talked about a number of old abandoned rail lines in the Okanogan region being purchased by municipalities.

M. Van Ravens reported about initiatives for connecting links; municipality applied for 2 projects; previously a blanket application was required, now application for a specific project required with other linking municipality. Ms. Van Ravens reported that the asset management plan for the Town of Halton Hills is expected to be completed at end of the year.

S. Piper talked about a double lane roundabout and the need to educate community on how to use it; two existing single lane roundabouts are greater success for users. Ms. Piper reported that work is in progress to replace an older bridge in the City of Chilliwack.

S. Noonan reported about the region-wide LED conversion programs. Ms. Noonan also talked about the transportation master plan in the works for the City of Cambridge. She noted that the City has been successful in receiving active transportation funding, specifically for multiuse trails.

H. Schlegl talked about the first transportation master plan in RFP stage for the Town of Milton. Ms. Schlegl reported about the parking study currently underway as well as plans for street light replacement with LED.

## **8. Next Meeting**

It was agreed that the next teleconference be scheduled at the end of May.

There was no other business and the meeting was adjourned.

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Prepared by: S. Majkic

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