



Burlington School Traffic Safety and Mobility Advisory Committee
Agenda

Date: October 2, 2025
Time: 9:30 am
Location: Room 247, City Hall, second floor

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 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 meeting held September 4, 2025

1 - 3

4. Delegation(s):

5. Presentations:

5.1 Overview by Dan Ozimkovic Transportation Planning Technologist–
Active and Sustainable School Travel (ASST Group)/ Every Metre
Counts

For more information of [Every Metre Counts](#) - Promoting Active School
Travel in Halton

5.2 Presentation by Josip Kafadar, Supervisor, Traffic Operations – Review
of Traffic Ops/ASE/Traffic calming

6. Regular Items:

- 6.1 School board updates (changes updates from the board, boundary changes, school opening/closing)
- 6.2 Enforcement and patrol update (enforcement stats relating to schools)
- 6.3 Crossing guard program update (staffing, winter, etc..)
- 6.4 Site Inspections:
 - a. Site inspection completed reports
 - b. Correspondence and verbal requests (should be on the form)
 - c. NEW site inspection requests/intake forms
 - d. Site inspection scheduling and assignments

7. Other Business:

- 7.1 Other committee updates
- 7.2 Information items

8. Adjournment:



Burlington School Traffic Safety and Mobility Advisory Meeting

Minutes

Date: September 4, 2025
Time: 9:30 am
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1. Members Present:

Andrea Lee, Carolyn McCarney, Shelby Parente, James Smith and Amy Collard (HDSB)

2. Regrets:

Ritu Kumar and Brenda Agnew (HCDSB)

3. Others Present:

Councillor Lisa Kearns, John Eddolls (Halton Regional Police), Craig Kummer (Director of Transportation Services), Chris King (Manager of Operations & Signals), Bryan Letourneau (Supervisor, School Crossing Guards), Evelyn Keith (Coordinator, School Crossing Guards), Stephen Camm (Supervisor, Municipal Parking Operations) and Jo-Anne Rudy (Clerk)

4. Land Acknowledgement

The Land Acknowledgement was read.

5. Declarations of Interest:

None

6. Welcome and Round Table Introductions

Craig Kummer welcomed everyone and all participated in roundtable introductions.

7. Advisory Committee Orientation

- Jo-Anne provided an Advisory Committee Orientation that highlighted the following:

- Committee Structure, Mandate and Reporting Process;
- How an Advisory Committee functions;
- Code of Conduct, Conflict of Interest and Accessibility; and
- Training required for City of Burlington Volunteers.
- Jo-Anne noted that the election of Chair and Vice Chair will take place at the October meeting to allow members the opportunity to consider their interest in these roles.
- Jo-Anne reminded members to submit the receipt from their Police Vulnerable Sector Check so they can be reimbursed.

8. Regular Items:

8.1 Overview of Committee responsibilities & future agenda items

- Chris provided a presentation that highlighted the following:
 - History and Background;
 - Committee Structure and Mandate; and
 - Site Inspections and Information Sharing.

8.2 Orientation of site visit process

- Chris explained the site inspection process and the types of requests that could be received by the committee. He reviewed a draft of the site inspection request form that will be available on the City's website for residents to complete.
- Chris spoke to the scheduling of the site inspections and who is required to participate. He noted that a minimum of two committee members (one resident, one non-resident) should be in attendance along with required staff.
- Chris reviewed the members responsibilities when conducting a site inspection and shared different types of recommendations that could be brought forward.
- Bryan provided an overview of school crossing guards, their role, when a crossing guard location is warranted, and the calculations required to determine this.
- Bryan suggested that a site visit training opportunity be set up for all members at Hammond Street and Lambshead Drive on

September 17 at 8 a.m. to 8:30 a.m. and 3 p.m. to 3:30 p.m. The purpose of this site visit is to review pedestrian activity. Specifically, if changes to parking, speeds, stop controls or school crossing guard warrant would be recommended to improve safety. Members were asked to arrive 10 minutes early.

9. Other Business:

None

10. Adjournment:

The meeting was adjourned at 11:10 a.m.