



Burlington School Traffic Safety and Mobility Advisory Meeting

Minutes

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

1. Members Present:

Ritu Kumar, Carolyn McCarney, Amy Collard (Halton District School Board Trustee), Brenda Agnew (Halton Catholic District School Board Trustee) and Andrea Lee (arrived at 10:12 a.m.)

2. Regrets:

Shelby Parente, James Smith

3. Others Present:

Councillor Lisa Kearns, Chris King (Manager of Transportation Operations), Craig Kummer (Director of Transportation Services), David Colley (Halton Student Transportation Services), Bryan Letourneau (Supervisor of School Crossing Guards), Ian Gaudet (Superintendent of Facilities Services, HDSB), Josip Kafadar (Supervisor of Traffic Operations), Stephen Camm (Supervisor, Municipal Parking Operations), Dan Ozimkovic (Transportation Planning Technologist), Evelyn Keith (Coordinator School Crossing Guards), Dave Hand (Part-Time Coordinator School Crossing Guards) and Roxanne Gosse (Clerk)

4. Land Acknowledgement

The Land Acknowledgement was read by Chris King.

5. Declarations of Interest:

None

6. Approval of Minutes:

6.1 Approve minutes from meeting held September 4, 2025

On motion, the minutes from the meeting held September 4, 2025, were approved as presented.

7. Delegation(s):

None

8. Presentations:

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

- Dan Ozimkovic spoke regarding "Every Metre Counts" and its goal of helping to promote active and sustainable school travel initiatives to students and community members across Halton Region. Active School Travel is the act of travelling to school in a way that has the effect of increasing a student's daily physical activity, while at the same time reducing vehicle emissions (i.e. riding your bike). Active School Travel can also include taking the bus or other car-pooling scenarios if you live in a rural area or if you have mobility issues.
- Dan provided an information card on E-Scooter Safety to members.

8.2 Presentation by Josip Kafadar, Supervisor, Traffic Operations – Review of Traffic Ops/Automated Speed Enforcement/Traffic Calming

- Josip Kafadar spoke about traffic operations and advised that their goal is to:
 - improve safety of Burlington's transportation network;
 - deliver various safety initiatives such as traffic calming, digital feedback signs (DFS), and reviewing traffic control measures;
 - review and comment on road designs and development proposals;
 - responsible for road closure approval process/traffic management plans;
 - maintaining the traffic by-law/issuing various road related permits;
 - pavement marking maintenance; and
 - guiderail repair and replacements.

- Members asked for the regional number on speed data on flashing zones. **Action** - Councillor Kearns to provide regional report to members.

9. Regular Items:

9.1 School board updates

- Ian Gaudet, Superintendent of Facilities, HDSB, advised that there is no budget allocated to the expenses related to the installation of safety equipment, signage, barriers, etc. The new Active Transportation Procedure has established a new matrix with problematic schools in an effort to find solutions, which could be presented at a future meeting. In addition, Ian noted that there is a boundary review taking place.
- Committee members asked what is being done at the schools to educate students about school safety and the health benefits of alternate ways of getting to school. **Action** - Amy will be speaking to HDSB student committees to promote the health benefits of alternate ways of getting to school. Brenda will be reaching out with the same messaging to the HCDSB student committees.

9.2 Enforcement and patrol update

- Stephen Camm, Supervisor, Municipal Parking Operations, spoke to the set-up of reporting on school patrols in school zones and noted that new contracts are being created to allow parking officers to stand in if there isn't a crossing guard available to work locations within the city. Stephen indicated that heat maps are used to define infractions/tickets issued.

9.3 Crossing guard program update

- Bryan introduced Dave Hand who is a part-time Crossing Guard Co-ordinator and noted that further updates will be made at future meetings.

9.4 Site Inspections:

a. Site inspection completed reports

a. Lamshead Drive and Hammond Street

- Members reviewed the inspection reports for Lamshead Drive and Hammond Street and made the following recommendation. **Motion** - Request staff

to review the inspection reports and come back to the next meeting with recommendations to:

- review for all way stop;
- review for pedestrian crossing/crosswalk lines;
- review for calming measures; and
- possible location for rotating digital feedback signs. **CARRIED**
- Members commented that interaction with the public when performing the inspections is very beneficial and suggested that perhaps a postcard that could be handed out with information about the committee would be helpful. **Action** - Bryan to work with Communications staff to create a postcard and bring draft to next meeting.

b. NEW site inspection requests/intake forms

- Chris advised that Transportation Services is currently working on the request forms which will be available online and noted that any correspondence and verbal requests will be submitted using the online form.
- **Motion:** Approve the following inspection requests:
 - **Glenview Public School**, Hendrie Ave. @ Fairwood Pl. W. (may also investigate Fairwood Pl. W. @ Lasalle Park). Stop sign at Fairwood Pl. W. to cross at Hendrie / crossing guard requested.
 - **Central Public School**, Baldwin St. @ Locust St. - u-turns in front of school / parking on private property and jaywalking, inspect parking lot & drive lane to school (previous incident)
 - **Tom Thomson**, Prospect St. @ Pearson St., crossing guard requested / cars turning on the pedestrian signal in front of school.
 - **Bruce T. Lindley**, Cavendish Dr. @ Melissa Cr., crossing guard requested / possibility of moving guard from catwalk to this intersection. **CARRIED**

c. Site inspection scheduling and assignments

- Bryan to schedule assignments with the members.

10. Other Business:

- Transportation Services to have maps of inspection areas for future meetings.

11. Adjournment:

The meeting was adjourned at 11:32 a.m.