



## **Burlington School Traffic Safety and Mobility Advisory Meeting**

### **Minutes**

Date: April 2, 2026  
Time: 9:30 am  
Location: Room 247, City Hall, second floor

**1. Members Present:**

Amy Collard (Chair), James Smith, Ritu Kumar, Carolyn McCarney and Ward Metzler

**2. Regrets:**

Councillor Lisa Kearns, Andrea Lee, Tanya MacLean, Aman Kumar and Brenda Agnew

**3. Others Present:**

Chris King (Manager of Transportation Operations), Bryan Letourneau (Supervisor, School Crossing Guards), Craig Kummer (Director of Transportation Services), Dan Ozimkovic (Transportation Planning Technologist), Kathie Panzer (Planning Officer, HCDSB), John Eddolls (Halton Regional Police), Evelyn Keith (Coordinator for School Crossing Guards) and Jo-Anne Rudy (Clerk)

**4. Land Acknowledgement**

The Chair read the Land Acknowledgement.

**5. Declarations of Interest:**

None

**6. Approval of Minutes:**

6.1 Approve minutes from meeting held March 5, 2026

On motion, the minutes from the meeting held March 5, 2026 were approved as presented.

**7. Delegation(s):**

None

## 8. Regular Items:

### 8.1 School Board updates

- Amy advised that the ward boundary review for south Burlington is still ongoing. She noted that it will be coming to the Board in May and she's not expecting huge changes to traffic/pedestrian patterns.

### 8.2 Enforcement and patrol updates

- Bryan shared the following patrol updates on behalf of Stephen:
  - 4-day SAP - Frontenac P.S. - Parkside Cres. - 2 tickets, 2 educated
  - 2-day SAP - Holy Rosary School - Plains Rd. E. and Gallagher Rd. - 2 tickets, 2 educated

### 8.3 Transportation and crossing guard updates

- No updates

### 8.4 Site inspections

#### a. Completed reports

#### a. Rolling Meadows Public School

Members reviewed and discussed the inspection reports for Rolling Meadows Public School and made the following recommendations: **Motion** - Request staff to review the inspection reports and come back to the committee with recommendations to:

- Send notice to parents to utilize the off-street parking and Walk a Block;
- Educate students regarding safe crossing and utilizing the end of road bulb for maximum safety when walking to school (does not seem to warrant a crosswalk);
- Utilize church roundabout for a kiss and ride;
- Convert no stop to no park to allow drop off in front of school;

- Could fire route side of school roundabout be utilized for a kiss and ride? **CARRIED**

b. St. Anne Catholic School

Members reviewed and discussed the inspection reports for St. Anne Catholic School and made the following recommendations as it relates to the front and rear of the school: **Motion** - Request staff to review the inspection reports and come back to the committee with recommendations to:

**Front of School**

- School needs to utilize space better and enforce parents to park in spots, not kiss and ride;
- Double-lane traffic circle at front of school is fire route/no parking. Could be a kiss and ride?
- Explore using walkway around west side of parking lot;
- Crossing at sidewalk at parking lot entrance or recessed crosswalk, but not both;
- Some kids jay walk across Doug Wright further east. Is there a better crossing location?
- Have school enforce the benefits of walking to school - perhaps an incentive program.

**Rear of School**

- Have school ask parents to consider using west parking lot in the mornings;
- Increase the level of enforcement on Palladium;
- Add no U-turn signage;
- City should review traffic flow issues on Thomas Alton. **CARRIED**

Members asked if Fire Department staff could attend the next meeting to provide information on fire routes at schools.

**Action** - Bryan will reach out to Fire.

b. New site inspection requests

- a. Corpus Christi Catholic Secondary School - Upper Middle Rd.
  - Bryan reviewed the request for Corpus Christi Catholic Secondary School as it relates to concerns regarding vehicles exiting the school parking lot at non-signalized exit on east side of school. **Motion** - Approve the site inspection for Corpus Christi Catholic Secondary School. **CARRIED**
  - Craig suggested that Regional staff be invited to the site inspection as a courtesy. **Action** - Bryan will reach out to Regional staff.
- b. Rolling Meadows P.S./St. Gabriel's Catholic School - Mountain Grove @ Upper Middle Rd.
  - Bryan reviewed the request for Rolling Meadows P.S./St. Gabriel's Catholic School as it relates to traffic running red light, site lines, speeding and second crossing guard request. **Motion** - Approve site inspection for Rolling Meadows P.S./St. Gabriel's Catholic School. **CARRIED**
- c. Sacred Heart of Jesus Catholic School - Country Club Dr.
  - Bryan reviewed the request for Sacred Heart of Jesus Catholic School as it relates to parking issues in east lot and dangerous 3-point turns in lot to exit. **Motion** - Approve site inspection for Sacred Heart of Jesus Catholic School. **CARRIED**
- c. Scheduling and assignments
  - Amy agreed to do the site inspection for Corpus Christi Catholic Secondary and James agreed to do the site inspection for Rolling Meadows P.S./St. Gabriel's Catholic School. Bryan will reach out regarding Sacred Heart of Jesus site inspection and details for other inspections.
- d. Staff recommendations
  - Craig advised that the Baldwin St. extension proposal will be a capital budget request for 2027.

**9. Other Business:**

- Bryan advised that the postcard to be used at site inspections has been completed and invited members to take one. He confirmed that staff will have copies available for distribution at site inspections, as needed.
- Bryan reminded members to submit their mileage forms to him for reimbursement.
- Craig advised that Transportation staff will be bringing a report to Committee of the Whole and Council in April to initiate the development of a Vision Zero Road Safety Action Plan. He noted that this committee will be included in the engagement process leading to the final recommendation in 2027.

**10. Adjournment:**

Chair adjourned the meeting at 10:49 a.m.