



Agenda
Green Committee

November 20, 2019

5:30 pm

Municipal Operations Centre

408 James Street South, St. Marys

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the November 20, 2019 regular Green Committee agenda be accepted as presented.

4. **DELEGATIONS**

None.

5. **ACCEPTANCE OF MINUTES**

3

RECOMMENDATION

THAT the October 16, 2019 regular Green Committee minutes be approved and signed by the Chair and Committee Secretary.

6. **BUSINESS ARISING FROM MINUTES**

7. **REPORTS**

- 7.1 **PW 74-2019 Developing an Active Transportation Master Plan**

6

RECOMMENDATION

THAT PW 74-2019 Developing an Active Transportation Master Plan Report be received for information.

8. **OTHER BUSINESS**

9. UPCOMING MEETINGS

10

Committee to review proposed 2020 meeting schedule.

10. ADJOURNMENT

RECOMMENDATION

THAT this meeting of the Green Committee adjourn at



Minutes

Green Committee

October 16, 2019

5:30 pm

Municipal Operations Centre
408 James Street South, St. Marys

Member Present	Lynette Geddes, Chair Katherine Moffat, Vice-Chair Councillor Craigmile Fred Stam John Stevens
Member Absent	David Vermeire
Staff Present	Jed Kelly, Director of Public Works Dave Blake, Environmental Services Supervisor Morgan Dykstra, Committee Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 5:32 PM.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Due to an early planned departure of a committee member, agenda item 8. Other Business will be considered immediately following agenda item 3. Amendments and Approval of Agenda.

Resolution: GC-2019-08-01

Moved By Fred Stam

Seconded By John Stevens

THAT the October 16, 2019 regular Green Committee agenda be accepted as amended.

Carried.

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Resolution: GC-2019-08-02

Moved By Councillor Craigmile

Seconded By Katherine Moffat

THAT the September 18, 2019 regular Green Committee minutes be approved and signed by the Chair and Committee Secretary.

Carried.

6. BUSINESS ARISING FROM MINUTES

Councillor Craigmile advised that Council has agreed to not use plastic water bottles during Council meetings.

7. REPORTS

7.1 PW 66-2019 WASTE MANAGEMENT SERVICES BY-LAW

D. Blake spoke to the report and responded to questions from the Committee.

J. Stevens left the meeting at 6:02 PM.

Resolution: GC-2019-09-03

Moved By Fred Stam

Seconded By Katherine Moffat

THAT Report PW 66-2019, Waste Management Services By-Law be received; and,

THAT the Green Committee recommend to Council:

THAT Council approve the DRAFT Waste Management Services By-law.

Carried.

8. OTHER BUSINESS

8.1 Town of St. Marys - Climate Change Coordinator

M. Dykstra supplied that the Town is currently finalizing the role of the Climate Change Coordinator. The Coordinator will be working on a Greenhouse Gas Emission Plan, which will seek public input in the next week or so via a survey.

9. UPCOMING MEETINGS

November 20, 2019 at 5:30 PM - Active Transportation Network

10. ADJOURNMENT

Resolution: GC-2019-08-04

Moved By Katherine Moffat

Seconded By Fred Stam

THAT this meeting of the Green Committee adjourn at 6:26 PM.

Carried.

Lynette Geddes, Chair

Morgan Dykstra, Committee Secretary



INFORMATION REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Morgan Dykstra, Public Works Coordinator
Date of Meeting:	20 November 2019
Subject:	PW 74-2019 Developing an Active Transportation Master Plan

INFORMATION

The intent of the report is to provide the Green Committee with background information regarding why the Town of St. Marys is pursuing an Active Transportation Master Plan, and initiate preliminary discussions regarding the objectives and contents of an Active Transportation Master Plan.

RECOMMENDATION

THAT PW 74-2019 Developing an Active Transportation Master Plan report be received for information.

BACKGROUND

The Town and various consultants have produced various planning documents that call for the creation and adoption of an Active Transportation Plan for the Town of St. Marys.

The Town's overall guiding document is its Strategic Plan, which focuses the Town's attention on six strategic pillars which drive its operations and initiatives. Strategic Pillar #4, Culture and Recreation recognizes the importance of developing and implementing a Recreation and Leisure Services Master Plan to assess the real needs of residents in terms of providing the right fit for recreational services. In 2017, the Town procured the services of Monteith Brown Planning Consultants and Tucker-Reid & Associates to draft a Recreation and Leisure Services Master Plan.

Master plans are considered to be a "first step" or a "road map", the master plan helps to effectively prioritize recommendations so that the most pressing needs can be addressed in a timely manner. During the engagement process, the master plan facilitated community engagement sessions that indicated that the trails are a highly valued asset in St. Marys and there is a desire to enhance the Town's 'loop network' to connect existing and new growth areas. As a result, the Master Plan recommended that the Town enhance its active transportation opportunities, specifically, preparing an Active Transportation Master Plan.

REPORT

Recreation and Leisure Services Master Plan Recommendation

The Town of St. Marys Council determined that the development of the Active Transportation Master Plan shall be a strategic priority of the 2018-2022 Green Committee.

The Recreation and Leisure Master Plan recommendations shall act as a guide while developing the Plan. Specifically, the Active Transportation Master Plan shall incorporate the following concepts:

- Establish a vision statement and guiding principles to reflect the Town's commitment to supporting and developing active transportation opportunities in St. Marys

- b) Explore opportunities to enhance active transportation connections to the existing trail system. Modifications to existing conceptual trail routes may be permitted to recognize terrain and landscape features, as well as new trail opportunities.
- c) Identify active transportation design guidelines in the planning and development of trail routes, with consideration of provincial and municipal construction standards (including accessibility requirements)
- d) Engage the public and community groups to solicit input and feedback with respect to planning and designing active transportation infrastructure
- e) Develop a trail hierarchy system to define types of active transportation routes, permitted uses, and design standards.
- f) Provide direction on the provision of active transportation amenities including, but not limited to, trail safety (e.g. Pedestrian crossing design and locations), lighting, signage, parking, rest areas and other ancillaries.

Additional information can be found in the Recreation and Leisure Services Master Plan on pages 64 to 67, and pages 120 to 121. Excerpts of the Recreation and Leisure Services Master Plan can be found in the Committee’s training binder or on the Town’s website: <https://www.townofstmarys.com/en/living-here/resources/Documents/Final-Town-of-St.-Marys-Recreation-and-Leisure-Services-Master-Plan-November-2017.pdf>

Developing an Active Transportation Master Plan – Project Methodology

The intent is to involve the Green Committee at each phase of the project. The Committee will be essential during Phase 3 when decisions need to be made.

Figure 1. Active Transportation Master Plan – Project Methodology

Project Phase	Proposed Timeline
Phase 1: Data Collection	
<ul style="list-style-type: none"> • Review relevant Town Policy • Establish a vision statement and guiding principles • Create an inventory of the existing network (including surface types, amenities, connections etc.) • Identification of areas that are problematic/need to be addressed 	To be determined.
Phase 2: Public Consultation	
<p>Employ a public engagement campaign to help drive decision-making processes. Possible methods may include</p> <ul style="list-style-type: none"> • Trail intercept surveys • Public agency and public stakeholder meetings • Online forum – whereby people can submit their thoughts on the Town’s webpage 	To be determined.
Phase 3: The Details	

<p>The below actions will be a collaborative effort between staff and the Green Committee:</p> <ul style="list-style-type: none"> • Compilation of public consultation recommendations • Development of a trail hierarchy, and determine where trail improvements or additions should be consider. • The Committee will consider the type of amenities to be associated with each trail type. • Review of the sidewalk network, and connecting links, and sidewalks on local, collector and arterial roads • Cost analysis of supporting an active transportation network 	<p>To be determined.</p>
Phase 4: Create a Draft Plan	
<ul style="list-style-type: none"> • Begin compiling all discussion materials and decisions into a draft plan • Review of the draft plan between staff and the Green Committee 	<p>To be determined.</p>
Phase 5: Public Consultation – Draft Master Plan	
<ul style="list-style-type: none"> • Release draft plan to the public for comment 	<p>To be determined.</p>
Phase 6: Amend and Finalize Plan	
<ul style="list-style-type: none"> • Review public comment and amend the draft plan as necessary • Present final plan to Council for final approval 	<p>To be determined.</p>

The project methodology is a draft idea and can be amended as the Town and Green Committee develop the Plan. The timelines are still to be determined, and can be discussed more at the meeting.

SUMMARY & IMPLICATIONS

The Town of St. Marys is seeking to developing an Active Transportation Master Plan, the Green Committee will play a vital role in developing such a plan.

STRATEGIC PLAN

- Not applicable to this report.
- This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4 Culture and Recreation:
 - Outcome: Recreation Services Master Plan – Assessing the real needs of residents in terms of providing the right fit for recreational services provided by the Town will require contracting out for a consultant who specializes in this area given the exhaustive analysis to be performed in providing key recommendations.
 - Tactic(s): Implement the key recommendations as required and ensure that they align with concurrent policies and plans.
 - Enhancing Active Transportation Opportunities

OTHERS CONSULTED

Jeff Wolfe, Asset Management and Engineering Specialist

ATTACHMENTS

REVIEWED BY

Recommended by the Department



Morgan Dykstra
Public Works Coordinator



Jed Kelly
Director of Public Works

2020 Council Calendar

Regular Green Committee
 5:30 pm – 7:30pm, MOC
 Statutory & Public Holidays +
 Christmas Break

No Meetings will be held in July,
 August or December.

January						
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