



CYCLING AND PEDESTRIAN ADVISORY COMMITTEE

THURSDAY, NOVEMBER 21, 2024

ZOOM MEETING MINUTES

7:00 – 9:00 PM

Citizen Members:

Peter Miasek, Chair
Andrew Dang, Co-Vice Chair
Steve Glassman, Co-Vice Chair
Amit Arora
Anthony Ko
Daniel Yeung
Doug Wolfe
Joska Zerczi
Cr. Reid McAlpine
Cr. Ritch Lau

Agency:

Kevin Lee, Markham Cycles (CICS)
Keenan Mosdell, Markham Cycles
Reena Mistry, YRDSB
Sonia Sanita, York Region Public Health
Sergeant Shawna Leitch, YRP

Staff:

Loy Cheah, Senior Manager, Transportation Engineering
Fion Ho, TDM Coordinator, Transportation
John Britto, Committee Secretary (PT)

Regrets:

Cliff Chan, MEAC
David Mok
Joseph Lisi
Kim Adeney, AAC
PC Patricia Graham, YRP
Wincy Tsang, Smart Commute

The Cycling & Pedestrian Advisory Committee (CPAC) convened at 7:04 PM on September 19, 2024, with Peter Miasek presiding as Chair.

- 1. INDIGENOUS LAND ACKNOWLEDGEMENT**
Peter Miasek, Chair, read the Indigenous Land Acknowledgement.
- 2. DISCLOSURE OF CONFLICTS OF INTEREST**
There were no conflicts of interest declared.
- 3. APPROVAL/MODIFICATIONS TO AGENDA**
The agenda was approved as presented:

4. REVIEW OF MINUTES:

**Moved by Councillor Reid McAlpine
seconded by Andrew Dang**

That the Minutes of the official September 19, 2024, CPAC meeting be approved, as presented.

CARRIED

**Moved by Anthony Ko
Seconded by Doug Wolfe**

That the Minutes of the informal October 17, 2024, CPAC meeting be approved, as presented.

CARRIED

5. PERTINENT INFORMATION FROM GUEST SPEAKERS

No presentations from guest speakers.

6. BUSINESS ARISING FROM LAST MEETING

No update

7. STANDING ITEMS & ONGOING PROJECTS

7.1 City's Ongoing AT Project Updates

- School Zone Safety Guide

Fion Ho, TDM Coordinator, Transportation advised that a virtual PIC was held on November 12, 2024, at 6:00 p.m. She further advised that the online survey will be available until November 30, 2024. For detailed information, please click on [School Zone Safety Guide](#).

7.2 School Programs & Pilots

Reena Mistry, YRDSB provided an update on the School Programs and Pilots as follows:

- As she is going on leave, Katherine Shaw-Edmonds will fill in at CPAC meetings
- Year 2 of AST program at Beckett, Aldergrove and Parkland ESs is going well. Monthly events. Reeser Park ES also gets a half program
- Also supporting Markham District and Markville HSs
- A bike helmet giveaway would be a useful addition to the AST program, eg 20 helmets for Highgate ES to raffle off.

Cr. McAlpine advised that with respect to the purchase of helmets, school's do not have budget from a parent association, and schools from their grants are not funded for these activities and considering the demographics of where these schools are located, it is not realistic to ask

parents to contribute 50% towards the purchase of helmets. He hoped that the year-end could possibly see local bike shops looking for ways to dispose off end of season inventory. He alluded to the Canadian Tire's Jump Start Program as an example where matching funds might exist. He suggested that Reena could provide CPAC with an estimate of what potential funding CPAC could consider for this activity.

Responding to a question from Peter Miasek, Chair of CPAC, Fion Ho, TDM Coordinator, Transportation advised that the Finance Department will need to be advised of the budget that CPAC intends to expend before the year end.

Loy Cheah, Senior Manager of Transportation Engineering advised that the budget for this year needs to be expended before the year end, and invoices need to be dated within this year.

Keenan Mosdell advised that Markham Cycles has a wholesaler that can assist in getting bike helmets at reasonable prices.

Action: Reena Mistry and Fion Ho to promptly work on purchasing bike helmets before the end of 2024 for gifting to Highgate Elementary School students.

7.3 Reports to Council

- Fion Ho, TDM Coordinator, Transportation advised that a report on the Cycling Facility Selection Tool was considered by the Development Services Committee at its meeting on November 12, 2024, and recommendations from that meeting were approved by Council at its meeting on November 20, 2024. Loy Cheah, Senior Manager of Transportation Engineering advised that the Cycling Facility Selection Tool will be the City's policy in determining appropriate cycling facilities for AT projects to maintain city-wide consistency for these projects.
- Fion Ho, TDM Coordinator, Transportation advised that a Council Workshop to develop the Vision Zero Road Safety Plan will be held at a Special Development Services Committee meeting at the Flato Markham Theatre on November 25, 2024. Responding to a question from Peter Miasek, Loy Cheah, Senior Manager of Transportation Engineering confirmed that this in-person meeting/workshop is open to the public, but because the workshop is dedicated to Members of Council, the public cannot participate in the discussion.
- Loy Cheah also reported that a report was presented to Council November 20 on Bill212 and the effect on cycling projects in Markham

7.4 EA Updates
 No updates

7.5 Markham Cycling Day

Fion Ho, TDM Coordinator, Transportation advised that Markham Cycling Day, the City’s signature event was held on Sunday, June 9, 2024, at the Aviva Parking Lot, Markham Centre. The event was attended by 829 individuals. Due to rainy weather this year, the number of participants was lower than that in 2023. Fion illustrated a breakdown of participants: 540 for the Tour de Markham and 289 children ranging from age 3 to 10 for the race program. Rest Stops were provided at Milne Dam Park and Berczy Park North. All tour groups had 2-3 marshals and started from the main event site (Aviva Parking Lot). The event had to avoid Enterprise Boulevard due to current construction activity near the Pan Am Centre. The children’s races, hosted by Station Ski & Ride Markham, started at 9:40 a.m. but had to end early due to the rainy weather closer to the middle of the day.

The following Vendors and Community Partners supported the Markham Cycling Day event:

Markham Cycles/CICS
 York Region, York Region Transit, and York Region Paramedics
 York Region Fire Services
 WOW Water Truck / Recreation Department
 Metrolinx
 Station Ski & Ride
 Specsavers Armadale
 Bike Foundation, Joyride105, Stouffville BMX
 Cycling Without Age
 Fleets Coffee Truck and Ice cream Truck.

The Budget and Expenditure for the 2024 Markham Cycling Day:

Financial Overview		Key Expenditure Items	
Total budget	26,000.00	On-site services - Band, audio/stage - St. John, Tents, Toilets	10,820.00
Sponsorship	4,200.00	Tour de Markham - Road closure permit and setup - Rest Stop supplies	5,410.00
CPAC budget	5,000.00	Children’s Races - Ice cream and medals	2,545.00
MCD budget	16,800.00	Volunteers	4,322.00

		- Coffee and lunch - T-shirts	
Total expenses	24,047.00	Marketing - Mobile signs, social media	950.00
Remaining budget	1,953.00		

Fion Ho, TDM Coordinator, Transportation, thanked Cr. Ritch Lau for providing opening remarks, Operations and Events Teams, over 80 Volunteers and Marshals and the Markham Cycling Day Sub-committee members for supporting the 2024 Markham Cycling Day event.

Responding to a question from Anthony Ko about comparison with other city events, Fion advised that it is difficult to quantify the differences between events, because some events, e.g., Canada Day, are full-day events and have major sponsors contributing to such events, as well, such events sell spaces for vendors that are also sources of revenue for the events.

Amit Arora suggested organizing a mini-Markham cycling event for schools which could be a potential to encourage a younger age-group to get involved in cycling activities in the City. Responding to Amit's suggestion, Anthony Ko advised that Markham Cycles organizes such smaller-scale cycling events for kids which is becoming more popular every year.

7.6 York Region Projects

No update

7.7 Subcommittee Updates

Winter Pedestrian Subcommittee

Cr. Reid McAlpine advised that as part of the 2025 budget he suggested that the City consider paving the currently unpaved park trails that are not being plowed in the winter months in an effort to allow them to be plowed.

Loy Cheah, Senior Manager, Transportation Engineering advised that the Operations Department conducted a test of winter plowing operations and expressed difficulty in plowing gravel/unpaved pathways. Therefore paving is required.

Loy Cheah, Senior Manager, Transportation Engineering advised that sometime in 2018 staff tried to identify a trail network focussed around school zones that should be plowed to provide for year-round walking and cycling access for school students. This requires someone to plow within the school yard also.

The ATMP has also identified and established a priority network for winter snow plowing activity that should be maintained year-round.

Reena Mistry advised that the YRDSB and the City have partnered on some trails and the Board is open to discussing more.

Peter Miasek suggested that a good first step would be to acquire a map of trail snow plowing activities conducted by the City. Loy Cheah, Senior Manager, Transportation Engineering advised that the City's winter snow plowing activities map is available on the City's Operations Department webpage: www.markham.ca/neighbourhood-services/roads-sidewalks/winter-road-services.

Innovation Subcommittee

No update.

Bike Parking Subcommittee

Peter Miasek, Chair advised that:

1. The City conducted a study on different types of bike racks that are available in the market. Loy and Fion have agreed to source this document and provide it to CPAC.
2. Loy agreed that staff will conduct a survey to find out which City of Markham parks need additional bike racks, and this survey will be provided to CPAC sometime in 2025 for a recommendation to Council on next steps.
3. The subcommittee has done preliminary thinking on a bike parking business partnership, eg at a mall. This idea is mentioned in the ATMP and has been nominated in the consultation for the Citywide Parking Strategy project.

Road Widening Subcommittee

No update

Jane's Walk

No update

7.8 Markham Road Safety Plan

No update

7.9 Markham Cycles/CICS

Kevin Lee, Program Manager-Youth Services, provided a brief overview of CICS, a non-profit organization in Canada that provides support and resources for newcomers, immigrants, and various communities, particularly those facing social, economic, and cultural barriers. Established in 1968, CICS primarily serves the Greater Toronto Area, including York Region, Markham, Scarborough, and surrounding areas

with Settlement Services, Language Training, Employment Support, Youth Programs, Family and Community Programs & Cultural and Social Events.

Markham Cycles(MC) is a division of CICS. It has two community bike hubs located at Milliken Mills and Centennial Community Centre. Kevin advised that MC was previously operated by The Centre for Active Transportation (TCAT) and subsequently transitioned to CICS in 2024. CICS has maintained the same programming and services offered in previous years to support community engagement and active transportation. Keenan Mosdell has been retained as the Project Coordinator to ensure a smooth transition and continuity in program leadership. MC receives some funding support from the City of Markham and York Region.

Keenan Mosdell, Project Coordinator, MC provided a brief overview of the 2024 Programming. A do-it-yourself bike repair workshops conducted at the two bike hubs provides participants free tools, knowledge, and support needed to repair and maintain their own bicycles, promoting self-sufficiency and sustainable transportation. MC hosted booths at major city events like Markham Cycling Day, Earth Day, and the Children's Festival, offering cycling information and free simple bike repairs to attendees at these events. MC also provides Markham residents with the opportunity to borrow a bicycle, helmet, and lock for up to two weeks using a Markham Public Library membership card. Bikes can be renewed for an additional two weeks, depending on availability, making it a flexible and accessible program for community members.

MC organizes staff and volunteer-led group bike rides that help participants build confidence in cycling and navigating Markham's trails and infrastructure. This activity is popular with families, kids, and youth, offering a safe and supportive environment for all skill levels. Community events include annual themed rides, such as a BBQ Ride and Halloween Ride, fostering community engagement and fun.

Workshops were held in partnership with Markham Public Libraries at different library locations in the City offering bike repair and maintenance, such as fixing a flat tire, basic bike maintenance, winter cycling tips, etc., providing practical cycling knowledge to the community in accessible, familiar spaces. Recycle To Ride bike giveaways events were held in partnership with York Region and Newmarket Cycles to support sustainable transportation initiatives. Bike rescue clinics were held where aspiring volunteer mechanics refurbish donated bikes, gaining hands-on experience. Bikes are picked up from the Richmond Hill and Vaughan waste depots, refurbished and distributed to community members in need through three large-scale bike giveaway events, providing accessible, sustainable transportation options.

Immigrant youth in the age group of 12-24 are invited to the Cycle the City Youth Program conducted by MC where each participant gets a bike, helmet, and repair kit to keep, ensuring they have everything needed for safe and independent cycling. Summer Training and Rides runs in two cohorts over four weeks during July and August, featuring weekly training sessions followed by a group ride to build skills and confidence on the road.

MC, in partnership with Cycling Without Age, is preparing volunteers for the 2025 programming, equipping them to operate trishaws safely and confidently. Volunteers joined the annual MC BBQ and Halloween group rides, enhancing the community cycling experience for all participants.

A summary of key metrics for MC in 2024 is shown below:

2024 Season at a glance		
Year	2023	2024
Events	75	111
Participants	1267*	1907*
Bikes fixed	806	1321
Bikes given away	179	410
Equipment borrowed	374	372
<i>* participants do not include school programming in partnership with York Region District School Board</i>		

Kevin Lee provided a brief overview on the activities being planned for 2025. The program has already achieved success with the current budget, demonstrating CICS's ability to accomplish more if additional resources, including funding and staff support were available. With increased staffing and expertise, MC could introduce new initiatives like "Learn to Ride" programs, as well as expand offerings to serve more youth and families, enhancing overall community impact. CICS is applying to various funding agencies, including Canada Summer Jobs, for new funds.

7.9.1 – e-Bikes for Markham Cycles

As discussed in October, there is a particular need for 5 more e-bikes to loan out via the Library. Kevin provided the following breakdown for a Budget Request from CPAC:

Item	Cost \$	Amount	Sub-total \$	HST \$	Total \$
NCM Milano Plus Electric Bike	1,600.00	5	8,000.00	1,040.00	9,040.00
Adult helmets	25.00	15	375.00	48.75	423.75
Kids helmets	18.00	15	270.00	35.10	305.10
U lock	25.71	10	257.10	33.42	290.52
Total approximately					10,059.37

The NCM Milano Plus Electric Bike presents the best budget value and fulfills several essential criteria needed for Active Transportation. This bike is designed for daily commuting, making it ideal for Active Transportation. It also aligns with MC’s existing e-bike fleet, featuring interchangeable batteries for streamlined maintenance. It is equipped with fenders, a rear rack, and hardwired lights for safety. The bike's step-through frame and 26-inch size ensure accessibility for a wide range of riders, promoting community inclusivity. This bike offers a smoother ride with front suspension and 2-inch-wide tires, ensuring comfort and stability for daily commuters navigating various road conditions.

Keenan Mosdell provided a brief overview and justification for a budget request from CPAC to purchase 5 pedal-assist e-bikes for Markham Cycles.

Moved by: Anthony Ko
Seconded by: Doug Wolfe

Whereas, e-bikes are becoming an important component of micromobility and last mile solutions in North America and Markham; and

Whereas, Markham Cycles plays a vital role in encouraging cycling usage in Markham, with thousands of annual participants in numerous programs, including working with Markham Public Library on a bicycle lending library; and

Whereas, Markham Cycles has identified a need to increase its offer of e-bikes to Markham residents via the lending library.

Be it resolved that:

1. **The City of Markham purchase 5 pedal-assist e-bikes in 2024, at an approximate cost of \$10,000, with specifications and models consistent with Markham Cycles analysis, for donation to Markham Cycles, using funding available from the 2024 approved Capital Project Number 24034 (Cycling and Pedestrian Advisory Committee); and**
2. **That Markham Cycles report back to CPAC annually on the benefits of these new e-bikes.**

CARRIED

The Committee discussed liability insurance issues for users of these loaned e-bikes. Kevin Lee, Program Manager-Youth Services, CICS advised that Markham Cycles has a blanket insurance policy cover for users of these e-bikes.

Action: Kevin, Keenan and Fion to expedite purchase of the 5 pedal-assist e-bikes before the end of 2024.

7.10 City Budget for AT related items – 2025

Fion Ho, TDM Coordinator, Transportation advised that the proposed 2025 budget was tabled by the Mayor on October 28th. A Public meeting was held on November 4th. A Special Council meeting will be held on November 27th to further discuss the proposed 2025 Budget.

Fion provided the following table depicting the Proposed 2025 AT-related Capital Budget items:

AT Capital Projects	Annual AT/Safety Programs	Other Safety Projects
Active School Travel	Cycling and Pedestrian Advisory Committee	Rodick Road Corridor Safety & Feasibility Study
ATMP Priority locations (construction)	Markham Cycles	New Traffic Signals and PXO (design and construction)
Hwy 7 Pedestrian underpass extension (construction)	Markham Cycling Day	Speed Display Board procurement
Markham Centre Trails – Project 6 and 7 (EA)	Smart Commute Markham – Richmond Hill	
Sidewalk construction program (design and construction)	Traffic Operational Improvements	

7.11 CPAC Budget Review – 2024

Fion Ho, TDM Coordinator, Transportation provided an update on the 2024 CPAC Budget. There is currently about \$6,000 remaining in the 2024 budget.

Total Budget	28,000
Expenditure to-date	7,461
ON Road Safety Forum	50
May meeting meal	360
Jane’s Walk marketing	431
MCD support	3,220
Mobile Signs – Trail Etiquette	3,400
Committed Items	14,363
Active School Travel	4,300
Book Purchase	63
Markham Cycles e-bikes	10,000
Remaining budget	6,176

The Committee discussed providing helmets for students at Highgate Elementary School.

Moved by: Reena Mistry, YRDSB

Seconded by: Anthony Ko

- 1. That CPAC donate \$2,000 to the Active School Travel Program towards the purchase of kids’ bike helmets and miscellaneous cycling equipment to support Highgate Public School and cycling education; and**
- 2. That York Region District School Board report back on the success of this program.**

CARRIED

Responding to a suggestion from Anthony Ko and Steve Glassman, Fion agreed to explore the possibility of utilizing some amount from the 2024 budget to purchase additional bike bells before the end of the year.

Reena Mistry advised about a presentation she recently attended made to the York Regional Police by a company from Europe on safety reflectors for pedestrians that reflect from 900 to 1300 metres. She volunteered to forward the presentation to Fion. She suggested that CPAC could utilize this as a good use for funding. Peter Miasek, Chair suggested that this could be considered if the purchase can be made before the end of this year. Reena advised that this could be a quick purchase, she met the vendors and could provide the information to Fion soon after this meeting.

Moved by: Joska Zerczi

Seconded by: Reena Mistry

That the remaining 2024 budget be utilized to purchase pedestrian reflectors, to be researched by Reena and Fion, failing which the budget be utilized for purchasing bike bells.

CARRIED

- 7.12 E-Bike/E-Scooter Pilot at Markham Centre
Deferred to next meeting

8. INFO ITEM/NEW BUSINESS/ ANNOUNCEMENTS

- 8.1 City Staff Change – Loy Cheah

Peter Miasek, Chair advised that Loy Cheah, Senior Manager of Transportation Engineering will be retiring at the end of December 2024. He further advised that a farewell event will be organised for Loy at the December festive dinner.

- 8.2 Book Purchase for CPAC (to reimburse Steve - \$62.90)

Moved by: Steve Glassman

seconded by: Doug Wolfe

That CPAC reimburse Steve Glassman an amount of \$62.90 for the purchase of two copies of the book titled “Wheeling Through Toronto, A history of the Bicycle and Its Riders”, by Albert Koehl, UTP, 2024.

CARRIED

- 8.3 Tracking Action Items
Deferred to next meeting

- 8.4 Hwy 407 Fatality Update
Deferred to next meeting

- 8.5 Bill 212: framework for bike lane removal
Deferred to next meeting

- 8.6 Cycling Without Age Parades
Peter Miasek advised that Cycling Without Age has invited CPAC members to join them at the Markham Santa Claus Parade on November 30, 2024, at 11:00 a.m. and the Unionville Old Tyme Christmas Parade on December 14, 2024, at 6:00 p.m. Those wanting to join these events should contact Alfred or Peter.

- 8.7 GO Shuttle: DSC deputation on Oct 29
Deferred to next meeting

- 8.8 Meeting dates 2025 & Format

Fion Ho, TDM Coordinator, Transportation Engineering advised the following proposed 2025 Meeting Dates for formal meetings:

2025 Meeting Dates	Format
February 20, 2025	Virtual
May 15, 2025	In person
September 18, 2025	In person
November 20, 2025	Virtual

Fion further advised that Laura Gold from Clerks will send out meeting invites for the above meeting dates. Peter Miasek, Chair advised that the virtual informal meetings will continue as usual.

9. AGENDA ITEMS FOR THE NEXT MEETING

Next informal meetings: December 19, which will include the Christmas dinner; and January 16, 2025.

Next formal meeting February 20, 2025.

10. ADJOURNMENT

The Cycling & Pedestrian Advisory Committee adjourned at 9:08 P.M.

ADDENDUM TO MINUTES – KEY UNDONE ACTIONS TO BE TRACKED:

November 21, 2024

1. Purchase 5 ebikes and auxiliary equipment (approx \$10,000) as per passed motion (Fion with assistance of Kevin and Keenan)
2. Purchase bike helmets and miscellaneous bike equipment for students at Highgate PS. Can use same wholesaler as Markham Cycles. (Fion with assistance of Reena and Keenan)
3. Use remaining CPAC 2024 funds to purchase pedestrian reflectors or bike bells. Pedestrian reflectors are the preferred item, as we still have bells remaining. (Fion with assistance of Reena)
4. Review winter pathway maintenance and consider enhancement, possibly w YRBSB (CPAC)
5. Conduct survey of bike rack needs in parks (Staff)

October 17, 2024

1. Obtain information on Cycling Day events in other cities (Joseph)
2. Continue pursuing 407 fatality issue (Peter, Andrew)
3. Review wayfinding signage on RVT. Can gaps be filled (Peter)
4. Check gravel/soft spots on RVT in spring (Joska)

Sept 19, 2024

1. Get update on Scooty pilot (Peter)

Cycling & Pedestrian Advisory Committee
November 21, 2024 – Meeting Minutes

June 20, 2024

1. Discuss Cycling without Age storage at Crosby (Reid)
2. Start early planning on Jane's Walk (Andrew, Joska, Steve)
3. Assess continuous sidewalk as part of Road Safety Plan (staff)
4. Find out more information about bike rentals in condos (Reid)

May 16, 2024 – all items advanced

April 25, 2024 – all items advanced

March 21, 2024 – all items advanced

Feb. 22, 2024

1. Check on design status of cycling facility on YMCA Blvd (part of Kennedy Rd design) (Peter)

January 18, 2024

1. Stay involved with design of AT facility on Elgin Mills (Peter)