Meeting Minutes

Project Team Meeting

Purpose:



Project:	Town of Tillsonburg – Transportation Master Plan (TMP)		
Date and Time:	Tuesday, July 23, 2024,10:00 AM to 12:00 PM		
Location:	MS Teams		
Attendees:	Jonathon Graham (JG) Leo Ferreira (LF) Town of Tillsonburg (Town) James Knott (JK) LURA	Kevin Jones (KJ) Maitham Dinani (MD) Tom Willis (TW) Adam Morrison (AM) Lauryn Coughlan (LC) Paradigm Transportation Solutions Limited (Paradigm)	

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1.	Re		
	•	KJ provided a summary of action items from the previous progress update meeting held on May 28, 2024. The majority of the action items related to planning for the PIC, held on June 26, 2024.	Info
2.	ΡI		
	•	KJ provided an overview of the feedback from PIC	Info
	•	8 people signed in at the PIC, but due to Mall format sign-ins were difficult so team members tracked the number of residents who stopped to review the displays or talk to team members, with an additional 96 people recorded.	
	•	Key Issues raised included:	
		 Don't change angle parking Preference for increased use of auto modes (although this was small sample) Truck traffic through downtown 	
	•	JG noted that speed and traffic mitigation in neighbourhoods was a common concern noted by a number of attendees as well.	
	•	JG noted that internally staff had received positive feedback from members of Council who had attended the PIC (roughly 2/3 of Council attended)	
3.	3. Public Survey Summary		
		▶ KJ and JK provided an overview of the public survey results	Info

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	•	There was 653 responses from a broad cross section of residents	
	•	Travel patterns are similar to Census results from 2021 – auto dominated with 85% being a driver or passenger	
	•	Apparent bias against transit use – with 54% reporting they would not use transit – key improvement needs include weekend service and more frequent service, followed by more routes and service to other communities	
	•	Town staff were interested in comments related to Inter-Community service needs given the discussions regarding plans for 2025 when provincial funding ends and asked if additional review of comments related to this issue could be undertaken. It was noted that the Federal Government recently announced a new transit funding stream that may provide new opportunities.	Paradigm
	•	Respondents to the survey noted common barriers to walking and cycling with respect to seasonal / weather concerns and the need to carry items, distance, and physical ability – for cycling safety and lack of secure storage were cited as key barriers and needs	
	•	The need for better education (drivers, and cyclists) was a common theme amongst respondents	
	•	Respondents felt that a truck by-pass was the most important issue to make driving more convenient, followed by better coordination of signals, intersection improvements (like turn lanes) and improved road conditions – there were no significant parking concerns noted.	
4. R	eview c	of Deficiencies – 2035 Horizon	
•		ovided an overview of the model run results for the 2035 horizon (PM with all planned growth in place.	
•	The majority of the road network is forecast to operate well, although Simcoe St / Oxford St between Broadway and Vienna Rd (Hwy 19) approaching capacity.		Info
•	Simco Townl	ersections with delays were noted and include Tillson Ave / Oxford / e, Vienna Rd / Oxford / Simcoe, Simcoe / Goshen, Vienna / ine, and Broadway / Lisgar – these locations will be reviewed in more to identify improvement opportunities.	Paradigm
•		igm noted the need to undertake screening level analysis to identify tial new signalization needs.	

		Item	Action
	•	The next phase of work will also review the proposed Bridge Street corridor streetscaping plans and undertake analysis to confirm configuration.	Paradigm
	•	KJ provided an overview of ongoing work on the safety analysis tasks. Ongoing work is reviewing the collision data in more detail to identify key locations for safety related improvements.	
	•	A preliminary review of collision data in the downtown area noted that angle parking was a factor in roughly 2-3% of all town-wide collisions each year.	
	•	LF asked if these percentages should be presented in the context of just the collisions on Broadway (instead of town wide)	Paradigm
5.	Tr	uck Route Alternatives	
	•	KJ / TW provided an overview of the planned approach to assessing truck route alternatives. Paradigm intend to use a Class EA approach to alternative evaluation.	
	•	5 alternatives (and three route variations) have been identified (6 alternatives when Do Nothing is included) which include:	
		 New West by-pass via Lowrie Line Connection to Quarter Town Line (QTL) Road at north end and extension to connect to Hwy 3 at south end Connection to Tillson Ave via CR 19 / Zenda Line Connection to Westtown Line via CR 19 and extension to Simcoe St Upgrade John Pound Road (which could work with the Tillson Ave or a Do Nothing Scenario. 	
	•	Town staff noted that QTL is a collector road and has a wider ROW width to accommodate expansion. Staff also noted that QTL has a truck restriction by-law currently in place, which would need to be removed as	
	•	part of that alternative Town staff noted that upgrades to John Pound Road were recently completed by the County	Paradigm
	•	Paradigm also provided an overview of the proposed evaluation criteria for the truck route evaluation work – noting preliminary criteria under 4 evaluation categories (Technical, Natural Environment, Socio-Economic, and Cultural)	Paradigm
6.	Ot	her Business	
	•	KJ provided an update on the status of interim deliverables	

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Existing conditions report – target completion by end of July	
Vision and Needs Assessment Report – target Aug 9	
Plan Development work – July – August	
▶ PIC 2 – mid September	
Presentation to Council – mid to end October	
 Town staff requested copy of update Schedule and presentation slides from meeting – distribute with Minutes 	Paradigm
▶ JG noted that next Traffic Advisory Committee Meeting is scheduled for August 22. It was agreed that Paradigm would target that date to provide a briefing to the Committee on progress of the TMP. Town will need presentation at least 3 days in advance to circulate to Committee members.	Paradigm
There was some discussion about the Bridge Street project and the need for a technical briefing report to assess transportation implications of the project. Town staff noted the intersection changes and proposed one-way conversion as being key items. KJ noted that analysis of the reconfiguration can be completed within the existing scope of the TMP workplan and would be documented as part of the final report, however if a separate stand-alone technical report or memo is needed to support the project this would be extra work.	Town / Paradigm
Next meeting to check in on progress set for August 7 1:30 pm.	