
Mississauga Cycling Advisory Committee

Date: February 13, 2024
Time: 6:00 PM
Location: Online Video Conference

Members

Councillor Chris Fonseca	Ward 3 (Vice-chair)
Ryan Donik	Citizen Member
Bill Johnston	Citizen Member
Barbara Leskovec	Citizen Member
Adrienne Szabo	Citizen Member
Vicki Tran	Citizen Member
Moaz Ahmad	Citizen Member
Mark Currie	Citizen Member
Juelene Stennett	Citizen Member
Councillor Alvin Tedjo	Ward 2 (Chair)

To Request to Speak on Agenda Items - Advance registration is required. To make a Deputation, please email Eglantina Bacaj-Gondia, Legislative Coordinator at eglantina.bacaj-gondia@mississauga.ca or call 905-615-3200 ext. 5378 no later than **Monday, February 12, 2024 before 4:00 PM**.

Questions for Public Question Period - To pre-register for Public Question Period, questions may be provided to the Legislative Coordinator at least 24 hours in advance of the meeting. Following the pre-registered questions, if time permits, the public may be given the opportunity to ask a question on an agenda item. Virtual participants must pre-register. Comments submitted will be considered as public information and entered into the public record.

Virtual Participation - All meetings of Mississauga Cycling Advisory Committee are streamed live and archived at Mississauga.ca/videos. To speak during the virtual meeting or if you do not have access to the internet, contact the Legislative Coordinator and you will be provided with directions on how to participate. Comments submitted will be considered as public information and entered into the public record.

Please note the Mississauga Cycling Advisory Committee meeting will be streamed and a video will be posted afterwards.

Contact

Eglantina Bacaj-Gondia, Legislative Coordinator, Legislative Services
905-615-3200 ext. 5378 | Email: eglantina.bacaj-gondia@mississauga.ca

Find it Online

<http://www.mississauga.ca/portal/cityhall/councilcommittees>

1. **CALL TO ORDER**

2. **INDIGENOUS LAND STATEMENT**

"We acknowledge the lands which constitute the present-day City of Mississauga as being part of the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation, The Haudenosaunee Confederacy the Huron-Wendat and Wyandotte Nations. We recognize these peoples and their ancestors as peoples who inhabited these lands since time immemorial. The City of Mississauga is home to many global Indigenous Peoples.

As a municipality, the City of Mississauga is actively working towards reconciliation by confronting our past and our present, providing space for Indigenous peoples within their territory, to recognize and uphold their Treaty Rights and to support Indigenous Peoples. We formally recognize the Anishinaabe origins of our name and continue to make Mississauga a safe space for all Indigenous peoples."

3. **APPROVAL OF AGENDA**

4. **DECLARATION OF CONFLICT OF INTEREST**

5. **MINUTES OF PREVIOUS MEETING**

5.1 Mississauga Cycling Advisory Committee Minutes - January 9, 2024

6. **DEPUTATIONS**

Any member of the public interested in making a deputation to an item listed on the agenda must register by calling 905-615-3200 ext. 5378 or by emailing eglantina.bacaj-gondia@mississauga.ca by Monday, February 12, 2024 before 4:00 PM.

Each Deputation to Committee is limited to speaking not more than 10 minutes.

Pursuant to Section 57.1 of the Council Procedure By-law 0044-2022, as amended:

Deputations shall be received and the matter shall be referred to staff for a report, unless there is a resolution or recommendation passed to "receive" the Deputation. After a Deputation is completed, Members shall each have one opportunity to make a preamble statement and ask questions to the Deputant(s) or staff for clarification purposes only, and without debate.

6.1 Paulina Mikicich, Manager, Planning Innovation and Catherine Parsons, Planner, Planning Innovation regarding the Housing Accelerator Fund

7. PUBLIC QUESTION PERIOD - 15 Minute Limit

Public Comments: Members of the Public that have a question about an item listed on the agenda may pre-register by contacting the Legislative Coordinator at least 24 hours in advance of the meeting. Following the registered speakers, if time permits, the Chair will acknowledge members of the public who wish to ask a question about an item listed on the agenda. Virtual participants must pre-register.

Pursuant to Section 58 of the Council Procedure By-law 0044-2022, as amended:

Mississauga Cycling Advisory Committee may grant permission to a member of the public to ask a question of Mississauga Cycling Advisory Committee, with the following provisions:

1. Questions may be submitted to the Clerk at least 24 hours prior to the meeting;
2. A person is limited to two (2) questions and must pertain specific item on the current agenda and the speaker will state which item the question is related to;
3. The total speaking time shall be five (5) minutes maximum, per speaker, unless extended by the Chair; and
4. Any response not provided at the meeting will be provided in the format of a written response.

8. CONSENT AGENDA

9. MATTERS TO BE CONSIDERED

9.1 Mississauga Cycling Advisory Committee 2024 Action List (5 minutes)

9.2 Mississauga Cycling Communications and Promotions Subcommittee Update

- Mississauga Cycling Communications and Promotions Subcommittee DRAFT Minutes - January 18, 2024
- Mississauga Cycling Communications and Promotions Subcommittee Report 1 - January 18, 2024
- Mississauga Cycling Communications and Promotions Subcommittee DRAFT Minutes - January 29, 2024
- Mississauga Cycling Communications and Promotions Subcommittee Report 2 - January 29, 2024

9.3 Mississauga Cycling Network and Technical Subcommittee Verbal Update

9.4 Matthew Sweet, Manager, Active Transportation regarding the 2024 Toronto Bicycle Show and E-Bike Expo held on March 8-10, 2024

10. INFORMATION ITEMS - Nil

11. OTHER BUSINESS

12. CLOSED SESSION

12.1 Personal matters about an identifiable individual, including municipal or local board employees: 2023 Phil Green Award

13. DATE OF NEXT MEETING - March 19, 2024

14. ADJOURNMENT

Mississauga Cycling Advisory Committee

Date: January 9, 2024
Time: 6:02 PM
Location: Online Video Conference

Members	Councillor Chris Fonseca	Ward 3 (Vice-chair)
	Ryan Donik	Citizen Member
	Bill Johnston	Citizen Member
	Barbara Leskovec	Citizen Member
	Adrienne Szabo	Citizen Member
	Vicki Tran	Citizen Member
	Moaz Ahmad	Citizen Member
	Mark Currie	Citizen Member
	Juelene Stennett	Citizen Member
	Councillor Alvin Tedjo (left at 7:05PM)	Ward 2 (Chair)

City Staff/Agency Representatives

Sam Rogers, Director, Infrastructure Planning & Engineering Services
 Matthew Sweet, Manager, Active Transportation
 Catherine Nguyen-Pham, Communications Advisor
 Fred Sandoval, Active Transportation Coordinator
 Jennifer Andrade, Technical Analyst, Public Education & Outreach Ops Support, Region of Peel
 Megan Piercey, Legislative Coordinator
 Eglantina Gondia, Legislative Coordinator
 Stephanie Smith, Supervisor, Legislative Services

1. CALL TO ORDER

Councillor Tedjo, Chair called the meeting to order at 6:02 PM.

2. INDIGENOUS LAND STATEMENT

Councillor Tedjo, Chair recited the Indigenous Land Statement.

3. APPROVAL OF AGENDA

That the January 9, 2024 Mississauga Cycling Committee Agenda be approved as presented.

Approved (B. Johnston)

4. DECLARATION OF CONFLICT OF INTEREST

5. MINUTES OF PREVIOUS MEETING

5.1 Draft Mississauga Cycling Advisory Committee Minutes - November 14, 2023

That the November 14, 2023 Mississauga Cycling Committee minutes be approved.

Approved (A. Szabo)

6. DEPUTATIONS

6.1 Matthew Sweet, Manager, Active Transportation regarding Cycling Program Quarterly Update

Matthew Sweet, Manager, Active Transportation provided Q1 Cycling Program summary update. Discussion with Mississauga Cycling Advisory Committee members emerged including topics related to safety in multi-infrastructure bike navigation, bike box installations/removals, Argentia Road test pilot monitoring outcomes, and wayfinding/signage.

RECOMMENDATION MCAC-0001-2024

Moved By Bill Johnston

That the deputation and associated presentation from Matthew Sweet, Manager, Active Transportation regarding Cycling Program Quarterly Update, be received.

Received

7. PUBLIC QUESTION PERIOD - 15 Minute Limit

Rahul Mehta, resident expressed concerns about infrastructure conditions and ensuring pilot programs are successful; as well as adding actions items to the Mississauga Cycling Advisory Committee's Action List and educating the public on progress of construction.

Matthew Sweet, Manager, Active Transportation, spoke to current resurfacing projects and to submit request for deficiencies encountered; and discussed the communications plan to educate residents.

Glenn Voakes, resident, asked where the 620KMs were located in the Cycling Master Plan and the status on the City's commitment to provide reporting updates on the Cycling Master plan.

Matthew Sweet, Manager, Active Transportation, discussed the master plan and the upcoming enhancements to the progress reporting.

8. CONSENT AGENDA

RECOMMENDATION MCAC-0002-2024

Moved By Barbara Leskovec

That the following items were approved on the consent agenda:

- 9.1 Mississauga Cycling Advisory Committee 2024 Action List (5 minutes)
- 9.2 Summary of 2023 Active Transportation Outreach and Engagement Program

Approved

9. MATTERS TO BE CONSIDERED

9.1 Mississauga Cycling Advisory Committee 2024 Action List (5 minutes) (CONSENT)

RECOMMENDATION MCAC-0003-2024

Moved By Barbara Leskovec

That the Mississauga Cycling Advisory Committee 2024 Action Item List, be approved.
(MCAC-0003-2024)

Approved

9.2 Summary of 2023 Active Transportation Outreach and Engagement Program (CONSENT)

RECOMMENDATION MCAC-0004-2024

Moved By Barbara Leskovec

That the memorandum dated January 3, 2024 from Matthew Sweet, Manager, Active Transportation entitled "Summary of 2023 Active Transportation Outreach and Engagement Program" be received for information.

(MCAC-0004-2024)

Approved

9.3 Network and Technical Subcommittee Verbal Update (Mark Currie, Citizen Member)

Mark Currie, Citizen Member, noted that the Network and Technical Subcommittee met and they are working toward next steps.

RECOMMENDATION MCAC-0005-2024

Moved By Adrienne Szabo

That the Network and Technical Subcommittee Verbal Update from Mark Currie, Citizen Member, on January 9, 2024, be received for information

(MCAC-0005-2024)

Approved

9.4 Communications and Promotions Subcommittee Update (Juelene Stennett, Citizen Member)

Juelene Stennett, Citizen Member, noted that the Communications and Promotions Subcommittee is awaiting nominations for the 2023 Phil Green Award.

Megan Piercey, Legislative Coordinator, provided clarification regarding the subcommittee report and that the recommendations are for approval.

RECOMMENDATION MCAC-0006-2024

Moved By Vicki Tran

That Juelene Stennett, Citizen Member be appointed Chair of the Mississauga Cycling Communications and Promotions Subcommittee for the term ending November 2026 or until a successor is appointed.

(MCAC-0006-2024) (MCACPS-0001-2023)

RECOMMENDATION MCAC-0007-2024

That Vicki Tran, Citizen Member be appointed Vice-Chair of the Mississauga Cycling Communication and Promotions Subcommittee for the term ending November 2026 or until a successor is appointed.

(MCAC-0007-2024) (MCACPS-0002-2023)

RECOMMENDATION MCAC-0008-2024

That the Mississauga Cycling Communications and Promotions Subcommittee Terms of Reference Review, be approved.

(MCAC-0008-2024) (MCACPS-0003-2023)

RECOMMENDATION MCAC-0009-2024

1. That the Phil Green Nomination award for 2022 be eliminated and be awarded in 2023.
2. That Recommendation MCAC-0051-2023 be amended from “that the nominations be ratified at the end of the calendar year and presented to City

Council in February of every year”, to reflect “that the nominations be ratified at the end of the year and presented to City Council in the spring of every year”.

(MCAC-0009-2024) (MCACPS-0004-2023)

RECOMMENDATION MCAC-0010-2024

1. That the Youth/School Cycling Award, Business Award, and the Cycling Equity, Diversity and Inclusion Award MCAC Awards be awarded in 2024.
2. That Recommendation MCAC-0051-2022 be amended from “that the nominations be ratified at the end of the calendar year and presented to City Council in February of every year” to reflect “that the nominations be ratified at the end of the year and presented to City Council in the spring of every year”.

(MCAC-0010-2024) (MCACPS-0005-2023)

Approved

10. INFORMATION ITEMS - Nil

11. OTHER BUSINESS

Megan Piercey, Legislative Coordinator, noted that Eglantina Gondia will be the new Legislative Coordinator for the Mississauga Cycling Advisory Committee.

12. DATE OF NEXT MEETING - February 13, 2024

13. ADJOURNMENT

7:14PM (M. Ahmad)



CMHC Housing Accelerator Fund (HAF)

Mississauga Cycling Advisory Committee

February 13, 2024



What is the Housing Accelerator Fund (HAF)?

- Federal funding program for local / single tier municipalities
- **Focus:** increase housing supply through systemic changes
- Mississauga receiving \$112.9M over 4 installments
- Commitment consists of **Action Plan** and **Targets**
 - Residential building permit target of ~1,000 units per year above-and-beyond average building permit issuances of ~3,500 units per year
 - Also includes other growth and affordable housing targets



Action Plan

1. Incentivize affordable rental housing
2. Expand as-of-right permissions in residential neighbourhoods
3. Accelerate housing through system improvements & case management of development applications
4. **Unlock growth through strategic investments in transit and multi-modal oriented development**



The actions stem from
Growing Mississauga



#4 – Infrastructure that supports housing growth

Action Plan

5. Partner with Region / Peel Housing Corporation to build housing for households in need
6. Convert employment lands and implement mixed-use zoning where appropriate
7. Identify opportunities for multi-unit residential permissions on key sites
8. Optimize government land for affordable housing



Region of Peel affordable housing project

Infrastructure to unlock housing growth

- ***Action 4: Unlock growth through strategic investments in transit and multi-modal oriented development***
- In its HAF application, the City identified upcoming cycling infrastructure to be added to higher growth corridors within the HAF timeframe
 - Building new cycling infrastructure will support new housing units in these areas
- Identified cycling infrastructure that is already in our short-term plan & is consistent with Cycling Master Plan

Spending the HAF Funding

- HAF targets are measured in terms of new housing units, and the final installment of funding is dependent on the City hitting housing targets
- There are no cycling infrastructure targets
- Some HAF funding could offset cost of installing cycling infrastructure

For More Information

Catherine Parsons

Planner, Planning Innovation, City Planning Strategies Division

Catherine.Parsons@Mississauga.ca

Paulina Mikicich

Manager, Planning Innovation, City Planning Strategies Division

Paulina.Mikicich@Mississauga.ca

Mississauga Cycling Advisory Committee Action List 2024

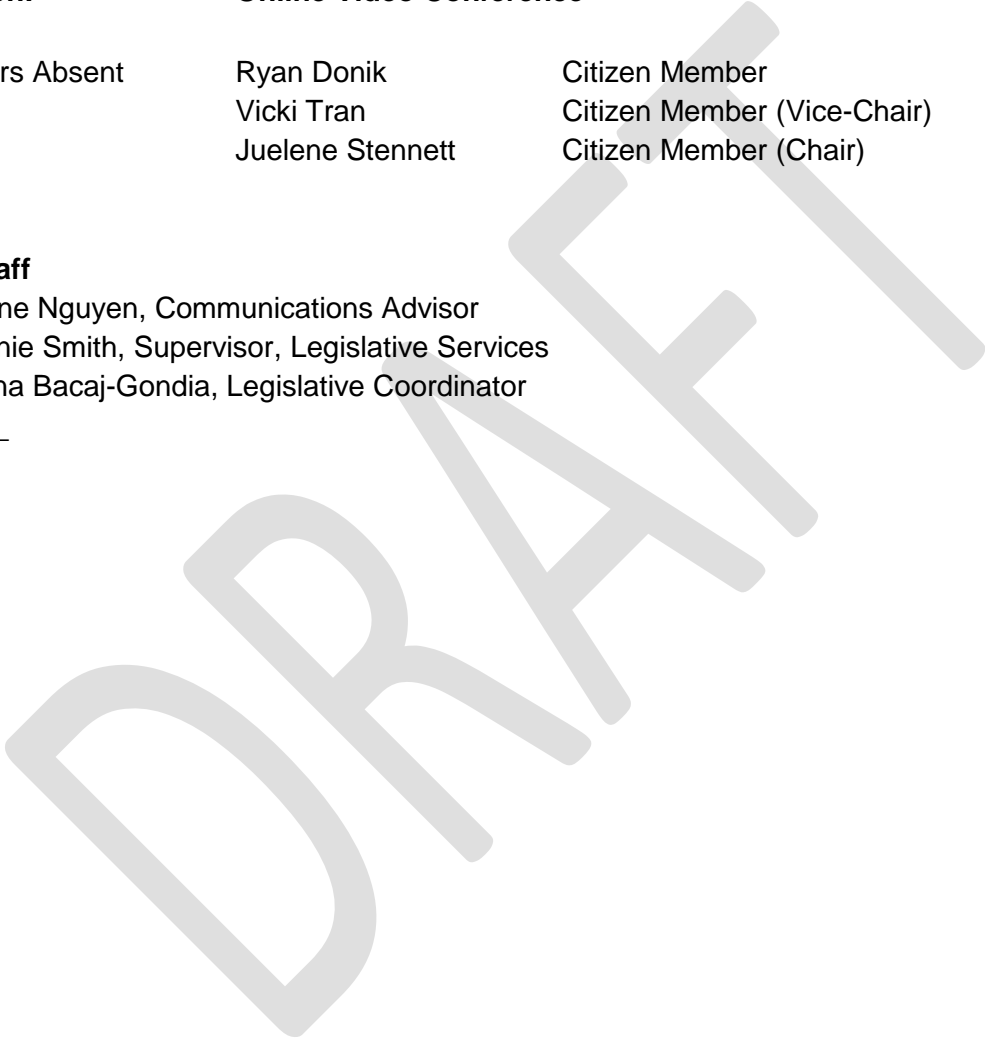
Nr	ITEM	WHO	LAST DISCUSSED	STATUS
1	Cycling Outreach Program (formerly "Tour de Mississauga – history, event structure, operations, future options and initiatives")	Active Transportation	10-Oct-23	Program planning under way
2	Cycling Network Quarterly Update – projected timelines	Active Transportation	9-Jan-24 19-Mar-24 11-Jun-24 10-Sep-24	MCAC-0001-2024: Matthew Sweet presented on the subject matter, to be brought back quarterly. Q2 Q3 Q4
3	Bike Rehabilitation Program (Region of Peel)	Active Transportation	11-Jul-23	To be brought back at a future meeting
4	Enhancement - Bike Trail Markings at the Waterfront	Community Services	12-Sep-23	To be brought back at a future meeting
5	Winter Cycling Conference 2024	Legislative Services	10-Oct-23 14-Nov-23	Legislative Coordinator to report back to committee with the costs of the conference at its next meeting. Vicki Tran, Citizen Member advised the Committee that she will be attending the 2024 Winter Cycling Congress and will report back to the Committee.
6	Toronto Bike & E-Bike Expo	Communications and Promotions Subcommittee	14-Nov-23	An exhibitor space is being held, pending confirmation. For discussion
7	Phil Green Awards and three new awards	Communications and Promotions Subcommittee	14-Nov-23	Ongoing
8	Work Plan	Network and Technical Subcommittee Communications and Promotions Subcommittee	12-Dec-23	Work Plan recommendations being presented to Subcommittees
ACTION ITEMS COMPLETED				
9	Update on Site Specific Storage	Community Services	14-Nov-23	Complete
10	Update on Bike Winter Lane Maintenance	Works and Maintenance	12-Sep-23	Complete
11	Update on Communications and Promotions Subcommittee		12-Sep-23	Complete
12	Operation of the Ping Street App	Communications	12-Sep-23	Complete
13	Vision Zero Update & Traffic Signal Group - LPI	Active Transportation Transportation and Works Department	12-Sep-23	Complete
14	Work Plan Workshop		12-Dec-23	Complete
15	Cycling Master Plan Update – Project Overview	Active Transportation	14-Nov-23	Complete

Mississauga Cycling Communications and Promotions Subcommittee

Date: January 18, 2024
Time: 6:05 PM
Location: Online Video Conference

Members Absent	Ryan Donik	Citizen Member
	Vicki Tran	Citizen Member (Vice-Chair)
	Juelene Stennett	Citizen Member (Chair)

City Staff
Catherine Nguyen, Communications Advisor
Stephanie Smith, Supervisor, Legislative Services
Eglantina Bacaj-Gondia, Legislative Coordinator



1. **CALL TO ORDER**

Juelene Stennett, Chair, called the meeting to order at 6:05PM.

2. **INDIGENOUS LAND STATEMENT**

Juelene Stennett, Chair, recited the Indigenous Land Statement.

3. **APPROVAL OF AGENDA**

That the January 18, 2024 Mississauga Cycling Communications and Promotions Subcommittee Agenda be approved as presented.

Approved (V. Tran)

4. **DECLARATION OF CONFLICT OF INTEREST - Nil**

5. **MINUTES OF THE PREVIOUS MEETING**

5.1 **Mississauga Cycling Communications and Promotions Subcommittee Minutes - November 14, 2023**

That the November 14, 2023 Mississauga Cycling Communications and Promotions Subcommittee Minutes be approved as presented.

Approved (R. Donik)

6. **MATTERS TO BE CONSIDERED**

6.1 **Phil Green Award Discussion (Verbal)**

Members of the Communications and Promotions Subcommittee engaged in discussion regarding the Phil Green Award submissions turnout and changing the nomination form in the future to be more interactive. Stephanie Smith, Supervisor, Legislative Services noted that the Forms Team could be invited to a future Communications and Promotions Subcommittee meeting to discuss options to amend the Phil Green Award form.

Members of the Subcommittee agreed to accept and recommend the current Phil Green Award nominee with the understanding that additional submissions by the nomination deadline would then change this recommendation.

RECOMMENDATION MCCPS 0001-2024

Moved By Vicki Tran

That the 2023 Phil Green Award nominee as of January 18, 2024, be approved unless additional nominees are received by January 19, 2024.

Approved

6.2 **Future Mississauga Cycling Communications and Promotions Subcommittee Meetings (Verbal)**

Item 6.2 was discussed after item 6.3

Members of the Communications and Promotions Subcommittee would schedule future meetings suited to their availability.

6.3 Mississauga Cycling Communications and Promotions Subcommittee Structure (Verbal)

Item 6.3 was discussed prior to item 6.2

Members of the Communications and Promotions Subcommittee engaged in discussion related to moving the subcommittee towards a working group model moving forward.

Stephanie Smith, Supervisor, Legislative Services provided an overview of the differences between a formal subcommittee and a working group.

RECOMMENDATION MCCPS 0002-2024

Moved By Ryan Donik

That the Mississauga Cycling Communications and Promotions Subcommittee change structure of the subcommittee towards a working group model for future meetings.

Approved

7. **INFORMATION ITEMS - Nil**

8. **OTHER BUSINESS**

Members of the Subcommittee engaged in discussion related to communications, promotions, and events related to the cycling community.

Stephanie Smith, Supervisor, Legislative Services, stated there is a report forthcoming from the December 12, 2023 Mississauga Cycling Advisory Committee Workshop which will provide further information on Committee goals and communications strategy.

9. **DATE OF NEXT MEETING - TBD**

10. **ADJOURNMENT**

6:53PM (V. Tran).

REPORT 1 - 2024

To: CHAIR AND MEMBERS OF MISSISSAUGA CYCLING ADVISORY COMMITTEE

The Mississauga Cycling Communications and Promotions Subcommittee presents its first report for 2024 and recommends:

MCCPS 0001-2024

That the 2023 Phil Green Award nominee as of January 18, 2024, be approved unless additional nominees are received by January 19, 2024.

(MCCPS 0001-2024)

MCCPS 0002-2024

That the Mississauga Cycling Communications and Promotions Subcommittee change structure of the subcommittee towards a working group model for future meetings.

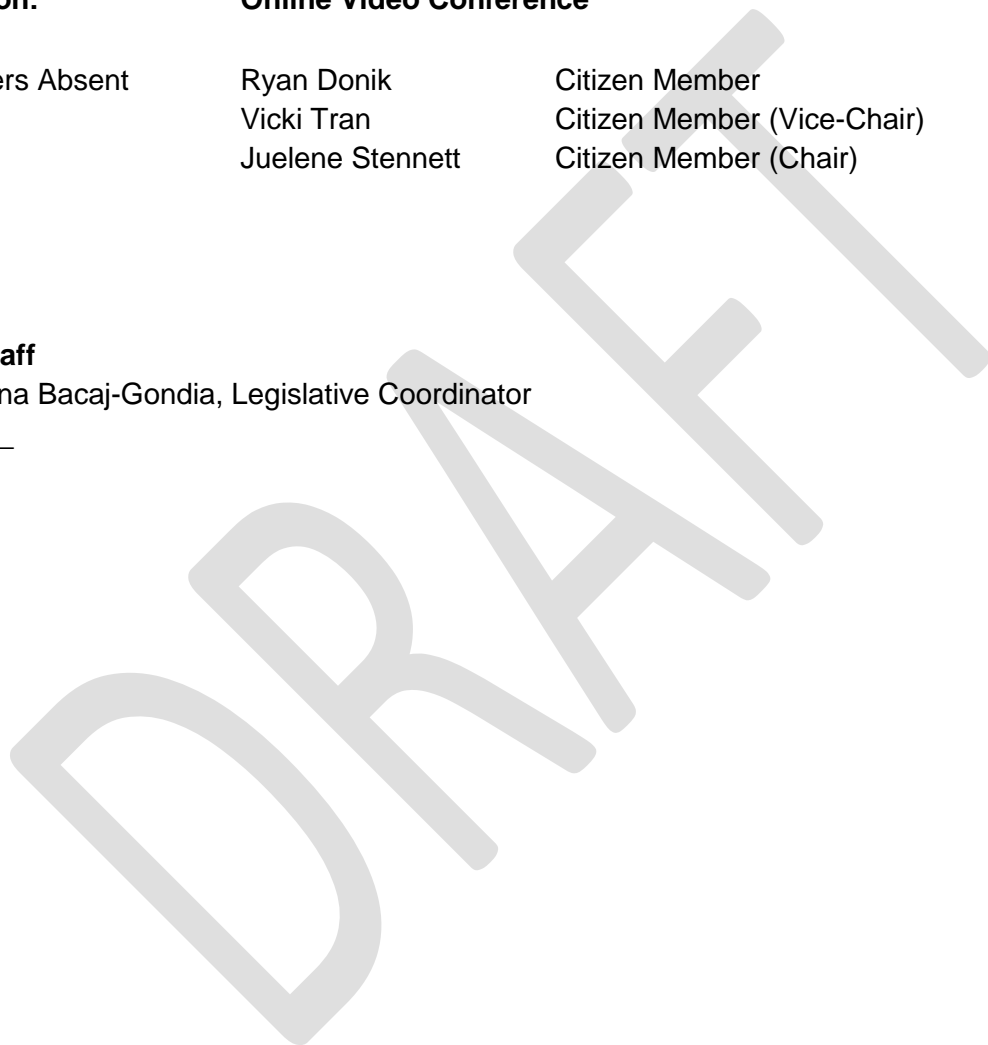
(MCCPS 0002-2024)

Mississauga Cycling Communications and Promotions Subcommittee

Date: January 29, 2024
Time: 6:05 PM
Location: Online Video Conference

Members Absent	Ryan Donik	Citizen Member
	Vicki Tran	Citizen Member (Vice-Chair)
	Juelene Stennett	Citizen Member (Chair)

City Staff
 Eglantina Bacaj-Gondia, Legislative Coordinator



1. **CALL TO ORDER**

Juelene Stennett, Chair, called the meeting to order at 6:05PM.

2. **INDIGENOUS LAND STATEMENT**

Juelene Stennett, Chair, recited the Indigenous Land Statement.

3. **APPROVAL OF AGENDA**

That the January 29, 2024 Mississauga Cycling Communications and Promotions Subcommittee Agenda be approved as presented.

Approved (V. Tran)

4. **DECLARATION OF CONFLICT OF INTEREST - Nil**

5. **MINUTES OF THE PREVIOUS MEETING - Nil**

6. **PUBLIC QUESTION PERIOD - 15 Minute Limit - Nil**

7. **MATTERS TO BE CONSIDERED - Nil**

8. **INFORMATION ITEMS - Nil**

9. **CLOSED SESSION**

9.1 **Personal matters about an identifiable individual, including municipal or local board employees: 2023 Phil Green Award**

RECOMMENDATION MCCPS 0003-2024

Moved By Ryan Donik

WHEREAS the Municipal Act, 2001, as amended (the "Act"), requires Council to pass a resolution prior to closing part of a meeting to the public;

AND WHEREAS the Act requires that the resolution states the act of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting;

NOW THEREFORE be it resolved that a portion of the Mississauga Cycling Communications and Promotions Subcommittee meeting held on January 29, 2024 shall be closed to the public to deal with the following matters:

9.1 Personal matters about an identifiable individual, including municipal or local board employees: 2023 Phil Green Award

The Subcommittee went into Closed Session at 6:07PM and returned to Open Session at 6:17PM.

Approved

RECOMMENDATION MCCPS 0004-2024

Moved By Ryan Donik

Members of the Mississauga Cycling Communications and Promotions Subcommittee engaged in discussion regarding the 2023 Phil Green Award. The following recommendation was voted on and passed during public session:

That the verbal discussion in closed session regarding the 2023 Phil Green Award, be received.

Received

10. **OTHER BUSINESS - Nil**
11. **DATE OF NEXT MEETING - TBD**
12. **ADJOURNMENT**
6:20PM (V. Tran).

DRAFT

REPORT 2 - 2024

To: CHAIR AND MEMBERS OF MISSISSAUGA CYCLING ADVISORY COMMITTEE

The Mississauga Cycling Communications and Promotions Subcommittee presents its second report for 2024 and recommends:

MCCPS 0003-2024

That a portion of the Mississauga Cycling Communications and Promotions Subcommittee meeting held on January 29, 2024 shall be closed to the public to deal with the following matters: Personal matters about an identifiable individual, including municipal or local board employees: 2023 Phil Green Award
(MCCPS 0003-2024)

MCCPS 0004-2024

That the verbal discussion in closed session regarding the 2023 Phil Green Award, be received.
(MCCPS 0004-2024)

City of Mississauga
Memorandum



Date: February 7, 2024
To: Chair and Members of Mississauga Cycling Advisory Committee
From: Matthew Sweet, Manager, Active Transportation
Meeting date: February 13, 2024
Subject: 2024 Toronto Bicycle Show and E-Bike Expo

The 2024 Toronto Bicycle Show and E-Bike Expo is taking place March 8 – 10, 2024 at The International Centre.

The Mississauga Cycling Advisory Committee has expressed interest in having a presence or booth at the Show, in order to promote cycling in Mississauga to attendees.

Staff have reserved a 10x10 exhibitor space at the Show, pending confirmation from Committee members that they are available to staff the space. The cost for the 10x10 exhibitor space is \$1,550 plus HST.

The Show hours are:

- Friday, March 8 from 11:00AM to 8:00PM
- Saturday, March 9 from 10:00AM to 6:00PM
- Sunday March 10 from 10:00AM to 5:00PM

Supplies required (table, tent, chairs, giveaway materials) can be provided by staff from our usual supplies.

Staff are available to assist with load-in and setup on Thursday afternoon, tear-down and departure on Sunday afternoon, and may be able to assist with staffing during business hours on Friday if necessary. Staff would recommend that Committee members work in shifts over the weekend to fill the remaining hours.

Day	Early Shift	Late Shift
Thursday	N/A	Staff - Load-in
Friday	11:00AM – 4:00PM Committee members (2+) <i>Staff may be available</i>	4:00PM – 8:00PM Committee members (2+)
Saturday	10:00AM – 2:00PM Committee members (2+)	2:00PM – 6:00PM Committee members (2+)
Sunday	10:00AM – 2:00PM Committee members (2+)	2:00PM – 5:00PM Committee members (2+) Staff – Tear-down

Prepared by: Matthew Sweet, Manager, Active Transportation