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London
CANADA

May 15, 2017

Trees and Forests Advisory Committee

**Re: Stakeholder Workshop Invitation
City of London Complete Streets Design Manual Project**

Dear Trees and Forests Advisory Committee:

The City of London, with technical support from WSP | MMM Group, is developing a Complete Streets Design Manual for the City of London. Complete Streets is defined as a street that is designed to support many different forms of mobility. The design and the function of the roadway takes into consideration the needs of all transportation users including pedestrians, cyclists, motorists and transit riders of all ages and abilities. The design of complete streets is used to help enable safe access and to make it easier to get to and from destinations in an active, efficient and enjoyable manner. The Manual will also provide guidance on the design and placement of above and below ground infrastructure such as sidewalks, light poles, street furniture, trees etc. and underground utilities.

The City of London Complete Streets Design Manual supports the 2015-19 Strategic Plan through the strategic focus area of “Building a Sustainable City.” Municipal Council identified a strategy to implement and enhance safe mobility choices for cyclists, pedestrians, transit users, and drivers through the provision of complete streets. The Complete Streets Design Manual will improve the transportation network and create more livable neighbourhoods with streets for all users.

The City of London recently adopted the new Official Plan – the London Plan – which identifies a new type of approach to designing, operating and maintaining City streets. The City also recently adopted London ON Bikes – the City’s new Cycling Master Plan and is currently working on Shift – the rapid transit network. The consideration of all modes of transportation for people of all ages and abilities is of significant importance to City staff and decision makers. The Complete Streets Design Manual will help to make the connection between the transportation specific master planning documents and the City’s land-use

planning guide – the London Plan. It is intended to be used as a design resource and a communication and decision making tool as the City continues to reimagine their streetscapes and corridors.

The Complete Streets Design Manual project was initiated in January 2017 and is anticipated to be completed by the end of 2017. During this time, the project team will work with decision makers, members of the public, stakeholders and technical agencies to gain input on key components of the design manual.

You have been identified as a key stakeholder that the project team would like to engage over the course of this project. This letter is your invitation to attend a stakeholder meeting for the Complete Streets Design Manual project on **June 2nd at London Central Library – Stevenson & Hunt Room A&B (251 Dundas Street, London, ON)**. The meeting will be held between **8:30 a.m. and 2:30 p.m.** Parking is available at **Citi Plaza Underground Parking Garage (355 Wellington Street)**.

The workshop session will be made up of a number of elements including:

- Introductory / welcoming remarks from City staff, followed by a brief “Who is here?” activity, in which participants will describe their organizations and interests relating to complete streets;
- An overview presentation outlining the project process, an explanation of complete streets and the various concepts and elements considered in their design;
- A presentation on what complete streets means in the context of the City of London, including the current policy context and examples of how they have been applied as part of current and past design projects.
- An interactive activity allowing participants to design their ideal “complete street”;
- A guided walking tour of various areas of the City, including a rapid transit corridor, civic boulevard, urban thoroughfare, and / or main street;
- Complimentary lunch following the walking tour;
- A presentation of proposed content developed for the manual;
- A “conversation café” activity, in which participants will engage in facilitated discussion around the components of the manual, providing feedback and input about elements they would like to see included in various sections of the manual.

Please find the proposed agenda for the workshop session attached for your review and consideration. We hope that you are available to attend this important meeting to inform the development of the London Compete Street Design Manual.

In order for this event to be successful, we ask that you please delegate **one representative** of your organization to attend this workshop. Please provide your **RSVP** to the study team

by **Wednesday, May 24th, 2017**. Responses can be sent to Michelle Morris at mmorris@london.ca.

The City of London is obtaining information for this study to assist in developing the London's Complete Streets Design Manual. Comments and information received under the "Municipal Freedom of Information and Protection of Privacy Act," unless otherwise stated in the submission, any personal information included in a submission will become part of the public record.

The meeting is being conducted in accordance with the "Accessibility for Ontarians with Disabilities Act (2005)". For additional information about the accessibility of the London Central Library or if you require meeting materials to be provided in an alternate format, please contact Michelle Morris.

We appreciate your time and consideration in participating in this important study.

Respectfully,



Michelle Morris, B.Sc., E.I.T.
Engineer-In-Training
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cc: Kelly Scherr, City of London
Dave McLaughlin, WSP

CITY OF LONDON COMPLETE STREETS DESIGN MANUAL STAKEHOLDER WORKSHOP AGENDA

Date: June 2nd, 2017

Time: 8:30 a.m. – 2:30 p.m.

Venue: London Central Library, Stevenson & Hunt Room A & B (251 Dundas Street, London)

Time:	Topic:
8:30 – 8:40 a.m.	Welcome / Introduction to Workshop
8:40 – 9:00 a.m.	Activity #1: Who is Here?
9:00 – 9:20 a.m.	Presentation #1: What are Complete Streets, and What are Other Municipalities Doing?
9:20 – 9:50 a.m.	Presentation #2: Planning for Complete Streets in London
9:50 – 10:50 a.m.	Activity #2: Navigating the Complete Streets “Puzzle” <i>Interactive Design Charrette</i>
10:50 – 12:00 p.m.	Activity #3: Understanding the Context <i>Guided Walking Tour</i>
12:00 – 12:45 p.m.	Lunch
12:45 – 1:00 p.m.	Presentation #3: Potential Complete Streets Design Manual Content
1:00 – 2:15 p.m.	Activity #4: Manual Content: What are We Missing? <i>Small group discussions on each chapter of the guide</i>
2:15 – 2:30 p.m.	Final Q&A & Next Steps