

Windsor Bicycling Committee – Meeting held October 3, 2018

A meeting of the Windsor Bicycling Committee is held this day commencing at 5:00 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Amy Farkas, Chair
Councillor Rino Bortolin
Robert DiMaio
Brendan Dodd
Klaus Dohring
Dr. Chris Waters

Guest in attendance:

Lori Newton, Bike Windsor Essex

Also present are the following resource personnel:

Jeff Hagan, Policy Analyst, Transportation Planning
Kevin Morse, Windsor Essex County Health Unit
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 5:05 o'clock p.m. and the Committee considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

Addition to the Agenda

Moved by R. DiMaio, seconded by K. Dohring,
That Rule 3.3 (c) of the Procedure By-law 98-2011 be waived to add the following addition to the Agenda:

- Presentation by Lori Newton, Bike Windsor Essex

Carried.

2. Declarations of Conflict

The Chair discloses an interest on matters relating to Bike Windsor Essex as she is a member of the Board of Bike Windsor Essex.

3. Adoption of the Minutes

Moved by R. DiMaio, seconded by K. Dohring,
That the minutes of the Windsor Bicycling Committee of its meeting held April 24,
2018 **BE ADOPTED** as presented.
Carried.

Presentation

Lori Newton, Bike Windsor Essex is present and provides the following updates:

- Bike Windsor Essex will be hosting the Southwest Regional Advocacy Summit to be held October 28, 2018 from 11:00 a.m. to 3:00 p.m. at the Sho Studio located at 628 Monmouth. This is a free event which also includes a bike ride.
- Launching a "Get Lit Campaign" where lights are placed on cyclist's bikes for free.
- Recently attended the Active Safe Roads to School Conference held in Toronto.
- Trillium Grant funding is coming to an end and currently looking at other funding sources.
- Transported three bus loads of folks from Iraq to Point Pelee and they were given instruction on how to ride a bike.

Moved by B. Dodd, seconded by K. Dohring,
That the verbal presentation provided by Lori Newton, Bike Windsor Essex **BE RECEIVED**.
Carried.

4. Business Items

4.1 Walk Wheel Windsor Update

The Chair advises she along with Dr. Waters, K. Morse and K. Dohring attended the recently held stakeholder engagement workshop.

Dr. Waters states he was pleased with the event and is excited about the plans for walking and cycling. He adds he has misgivings regarding the woefully inadequate 20% active transportation target that includes the use of buses.

K. Dohring responds that coming from 15% to 20% in active transportation that translates to 10% transit, 4% walking and 1% cycling. So as of today, our commuting number is 1%.

Dr. Waters adds this was totally unambitious and the points that were made indicates that Windsor currently lags behind and that there is a Motor City culture. His response is we should be national leaders in cycling. We have the best climate, the land is relatively flat and we have a defined urban core (it is doable to walk and cycle in Windsor). This study should be setting ourselves up to be national leaders as opposed to having a mediocre target that includes bussing. He notes it is worrisome that the WBC was not engaged on operational issues, but were engaged on infrastructure issues. In terms of operational issues, the Bicycle Use Master Plan (BUMP) spoke to assigning a full time employee who is dedicated to implementing the BUMP, being a cycling promoter/coordinator who is committed to Active Transportation. He adds the focus was primarily on "hard planning" which is important in infrastructure. He notes implementation will be the key.

K. Morse expresses concern the transit and the active transportation were linked together. He adds it was alarming to see how the numbers for active transportation have dropped. He notes he represents the activity side of this and to change these behaviors you have to have a strong culture, however we are very car centric in the City of Windsor.

K. Dohring indicates there was good participation with a representation of broad groups and organizations. The Consultants came from large cities across Canada which includes, Vancouver, Toronto and Ottawa which on one side is good because they bring exposure and knowledge from those cities. His concern is this group will come up with a great plan which will be put aside and we will continue as is. There was great participation from the City of Windsor representatives.

The Chair states another stakeholder engagement will be held in November 2018.

4.2 WBC Mandate/Terms of Reference

Councillor Bortolin indicates he will bring forth a Notice of Reconsideration at a future Council meeting for Council to reconsider changing the name of the Windsor Bicycling Committee to the Active Transportation Committee. The request to change the name in 2015 to an Active Transportation Committee was noted and filed by City Council.

Councillor Bortolin suggests to potentially make an addition to the Consultant's report to change the Windsor Bicycling Committee to the Active Transportation Committee. If this is denied by City Council, it could be baked into the actual report to change the name.

Moved by Dr. Waters, seconded by R. DiMaio,
That the Chair of the Windsor Bicycling Committee **BE REQUESTED** to review and update the Active Transportation Committee – Mandate and Terms of Reference proposed in 2015 for a name change to the Active Transportation Committee and to report back.

Carried.

4.4 Financial Variance Report and Allocation of Remaining Budget

The Chair provides an overview of the financial variance report.

R. DiMaio suggests as the WBC contributed \$1,000 to the Brain Injury Association for the purchase of bicycle helmets, that the organization provide an update on the number of helmets purchased, etc.

Councillor Bortolin suggests purchasing bike lights as giveaways at events.

B. Dodd leaves the meeting at 5:58 o'clock p.m.

Moved by Dr. Waters, seconded by K. Dohring,
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$150 for the purchase of social media ads relating to bike safety, and the remainder of the 2018 WBC operating budget for the purchase of safety devices as give-aways at events.

Carried.

4.5 Confirm and Ratify Motion

Moved by R. DiMaio, seconded by Councillor Bortolin,

That the following motion **BE CONFIRMED AND RATIFIED**:

That approval be given to an expenditure in the amended amount of \$519.80 for the delivery and pickup of fencing required for the Bike to Fireworks Event to be held on June 25, 2018 (rain date June 26, 2018) at Charles Clark Square.

Carried.

K. Dohring abstains from voting as the committee should not be tasked with paying for fencing for this event.

It is generally agreed the city provide the financial support for fencing for the Bike to Fireworks event in the future.

4.3 Transportation Planning Department Update

J. Hagan, Transportation Planning distributes a document entitled "2018 Cycling Projects – Complete, In Progress, Design", *attached* as Appendix "A". He provides an overview of the document.

K. Dohring reiterates the need for separated bike lines with a physical barrier. He adds that painted lines will not save the lives of cyclists from distracted motorists.

J. Hagan states a Consultant has been retained for the University/Victoria (Huron Church to McDougall) Environmental Assessment. He states public consultations will be held which will include an active transportation component.

Dr. C. Waters advises at the last meeting of the WBC, a discussion took place regarding the possibility of a Riverside bike path being connected to the infrastructure in Sandwich. He indicates they were advised there were archaeological and other costs and it was not possible to get a bike lane going around that roundabout. He adds what we have now is a new roundabout that remains in a difficult place for cyclists to connect from the Riverside path to the Sandwich Towne bike infrastructure. He questions if it is possible to get some sharrows, Share the Road signs, and some indication to motorists that this is also a bike connecting route. He notes these added amenities presumably would be quite inexpensive.

J. Hagan remarks as he is not currently involved with this project, Transportation Planning will report back at the next meeting.

Councillor Bortolin advises that the City is in communication with the railway for the Dougall Road multi-use trail and tunnel and needs an agreement with the railway for the project to move forward.

5. New Business

As the term of the current WBC is coming to an end, the Chair requests assistance to move WBC safety devices to the storage unit at City Hall. K. Dohring and K. Morse volunteer to assist.

6. Date of Next Meeting

The next meeting will be held at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 6:25 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR



Subject: Allocation of pending one time Federal Gas Tax (FGT) funding

Reference:

Date to Council: April 1, 2019
Author: Melissa Osborne
Senior Manager Asset Planning
mosborne@citywindsor.ca
519-255-6100 x6111
Asset Planning
Report Date: March 28, 2019
Clerk's File #: GM/9037 AFB/13207

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE IN PRINCIPLE** the recommended projects listed in Table 1 for funding from the one-time Federal Gas Tax increase, which for the City of Windsor is estimated to be \$13,434,160; and,

THAT City Council **APPROVE IN PRINCIPLE** the recommended changes to the 2019 7-capital budget funding allocations as identified in Table 2; and,

THAT City Council **APPROVE IN PRINCIPLE** the allocation of \$400,000 from the Mic Mac Park project (#7171065) as identified in Table 2 for ineligible costs associated with the projects listed in Table 1; and,

THAT City Council **APPROVE IN PRINCIPLE** the recommended projects listed in Table 3, totalling \$4,301,000, as a result of the funding changes identified in Table 2; and,

THAT subject to written confirmation that the City of Windsor will receive a one-time amount of not less than \$13,424,160 in Federal Gas Tax funding that the following recommendations **BE APPROVED**:

1. That the projects and their funding identified in Table 1 be approved to proceed and their respective project budgets established as detailed in Table 1; and,
2. That the funding changes identified in Table 2 from 2019 to 2024 be approved and the necessary changes made to the 2019 7-year capital budget; and,
3. That Administration allocate \$400,000 from the Mic Mac Lighting project (#7171065) to the various projects listed in Table 1 for their respective ineligible project costs; and,

4. That the projects listed in Table 3 **BE APPROVED** and:
 - a. The 2019 to 2023 funding related to these projects be PRECOMMITTED for immediate use, so the projects may proceed; and,
 - b. The current funding from the Riverside Park Project (#7181010) of \$400,000 as well as the remaining \$100,000 for Mic Mac park (#7171065) be reallocated as identified in Table 3 for immediate use; and,
 - c. The funding in 2024 of \$600,000 identified for the University Avenue reconstruction be established as a Placeholder for this project; and,
5. THAT the award of tenders or RFP's for the identified works **BE PRE-APPROVED**, subject to being within the allocated budget and in accordance with Purchasing by-law 93-2012, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all relevant agreements, in form satisfactory to the City Solicitor, in financial content satisfactory to the City Treasurer and in technical content satisfactory to, as relevant for each of the various projects, the City Engineer, City Planner or Corporate Leader of Parks, Recreation, Culture and Facilities

Executive Summary:

N/A

Background:

On March 19th, 2019 the Federal Budget was released and included a proposed one time increase in Federal Gas Tax funding of \$2.2B. Should the federal budget be ultimately passed with this item included the funds would be distributed to all municipalities in 2019.

This report provides recommendations to City Council regarding projects which Administration recommends for use of these funds and which meet the Federal Gas Tax eligible projects criteria. It is noted that these recommendations still remain subject to final formal approval of the federal budget.

Discussion:

The City of Windsor has predominantly used our annual Federal Gas Tax (FGT) funding for road, bridge and sidewalk capital projects. In 2014 the FGT Agreement was amended allowing for additional categories of expenditures as eligible. A list of the eligible categories can be found in Appendix A. While the City's Capital Budget has allocated some FGT to these other categories most of the funding remains allocated to road, bridge and sidewalk work to ensure those programs are not adversely impacted by reductions in funding.

The City of Windsor was recently advised that subject to formal and final approval of the 2019 Federal Budget that municipalities can expect to receive a one-time funding amount equal to their 2018 FGT installments. For the City of Windsor this would mean

an additional \$13,434,160 in FGT funding for 2019. As previously stated there are specific categories which are eligible for FGT funding. There is also a requirement that the projects be completed within 5 years of receiving the funding as well as a requirement for annual updates on projects and expenditures incurred to date including the identification of any costs which are ineligible for FGT, even if the project falls within an eligible category. The FGT agreement also requires the municipality to have an Asset Management Plan and be able to demonstrate that projects which are funded by FGT are in line with that plan. The City of Windsor has a 2013 approved Asset Management Plan and Administration is expected to provide an updated plan to City Council in summer 2019.

Given these requirements, Administration has developed a list of proposed projects as detailed below which could proceed based on the program requirements noted above. These projects if approved by City Council would still remain subject to final approval of the federal budget and final confirmation of the FGT funding allocations prior to proceeding.

TABLE 1 – Proposed Projects for One-Time Federal Gas Tax Funding

Capital Budget Project #	Capital Budget Project Title	Recommended Project Work	Amount fo FGT Requested
OPS-001-07	Road Rehabilitation - Various Locations Program	City wide road rehabilitation was reduced due to the reduced FGT funding in 2019 and 2020. This would bring the program back to original funding levels to allow for additional roads to be completed in 2019. This may result in roads planned outside of 2019 to be pulled forward.	\$ 1,000,000
OPS-001-11	Minor Alley Maintenance Program	Funding for this program was reduced in the 2019 7-year capital budget and moved to the minor road rehabilitation. This was due to the impact of the reduced FGT had on city wide road rehab in 2019 and 2020. The allocation of \$850,000 to this program would restore the reduced funding and allow for work to commence in 2019 as the reduced funding which had previously been approved in principle was funded in future years.	\$ 850,000

ECB-028-18	Improvements to Peche Island - Bridge	The bridge on Peche Island has been inspected as per OSIM regulations and deemed to be in need of repair. The work was originally planned to be completed with the funding for this project. Estimate for the cost are higher than the remaining funding as the bridge is listed as heritage and we expect higher costs due to the having to move materials and workers to and from the island. Including this project for FGT funding will allow for full funding of the project and for \$432,000 of the remaining enhanced capital for Peche Island to be reallocated to other projects.	\$ 750,000
ECB-028-18	Improvements to Peche Island - preservation of shoreline	Administration recently received the report from the study ERCA lead and funded as to how to preserve the shoreline and habitat at Peche Island. Based on the recommended solution, the cost is anticipated to be in the range of \$2M to \$3M. ERCA is working to obtain some funding however the balance of the cost is expected to require City funds. Funding this project with FGT will allow it to proceed so that further erosion is halted and does not impact funding for any other projects.	\$ 2,500,000
	Mic Mac Park lighting	This project currently has \$500,000 in funding. Based on recent tenders the actual cost is \$350,000 over the budgeted amount. Funding this entire project by FGT would allow the \$500,000 for this project to be redistributed to other priorities and eliminate the need to request reductions in other projects to fund the \$350,000 shortfall.	\$ 850,000
PFO-009-12	Park Bridges/Shelters/Building & Capital Improvements	Based on inspections carried out per OSIM regulations there are several pedestrian bridges within the park system which require maintenance. Funding these projects with FGT will allow the projects to begin in 2019 and free	\$ 300,000

		up \$100,000 in PAYG in 2019, 2020 and 2021 for reallocation to other project priorities.	
REC-003-07	Municipal Pool Refurbishment Program	The Lanspeary Park pool needs immediate repair as it risks not being operational for the 2019 summer. Administration was pursuing grant funding for this project however was recently advised that we were not awarded the grant funding for this project, as such the entire cost of \$967,000 must be funded by the City. By funding this project with FGT the work can begin in 2019 and the \$967,000 identified in 2022 for this work can be reallocated to other priority projects	\$ 967,000
ECB-024-18	Riverside Park - Accessible Washroom, Change room & Playground	This project would provide for accessible washrooms and repairs to the existing change room and washroom facility. There is currently \$400K in funding for the project in the budget, and an additional \$600K in 2024 recommended in the 2019 7-year capital budget. Funding this project with the FGT will allow for the project to begin in 2019 and would allow the \$400,000 and \$600,000 in PAYG funding for this project to be reallocated to other priorities. The Playground project had \$182,000 committed. An additional \$94K is required as a result of excavation costs being higher than expected. These funds will be used as the City's portion of the playground project.	\$ 1,235,160
	Riverside Park – Parking lot reconstruction	The parking lot needs repairs and the current condition prevents it from being accessible. This is an issue as the park is designed as a fully accessible park, including the Miracle Field. Riverside Minor baseball has offered to provide the removal of the site at their cost during the construction of the	\$ 400,000

		parking lot on their leased portion, if the City is able to repair their side. This funding would allow the City to accept this offer and reduces our cost to complete the project.	
HCP-010-07	Willistead Complex improvements	The detailed project descriptions found on page 185 of the capital budget book outlines all of the projects for Willistead. Providing FGT for this project will allow all of these works which could not be accommodated within the 2019 capital budget to now proceed in 2019.	\$ 610,000
PFO-012-12	Park Trails Capital Improvements	There are several trails which require rehabilitation and additional trails needed throughout the trail system. This additional funding will allow those projects to be funded and get started in 2019.	\$ 500,000
PFO-001-14	Central Riverfront Park Improvements	The vast majority of this project does not qualify for FGT. The work however to complete the Celestial Beacon where the Streetcar will be situated does qualify as it represents a heritage project. There is currently no funding for this specific work, which is estimated at \$2M. Use of the FGT funding will allow for this project to proceed without impacting other projects in the capital budget.	\$ 2,000,000
ENG-005-17	Central Box EA & Infrastructure Improvements	Funding for these projects is currently identified in the 2019 7-year capital budget. Some of the funding sources are PAYG. By using the FGT funding for this project \$1,502,000 in PAYG funding can be redirected to other priorities.	\$ 1,502,000
	TOTAL FEDERAL GAS TAX ALLOCATION		\$ 13,464,160

Several of the recommended projects noted above which would utilize FGT have funding allocated within the 2019 7-year Capital Budget. By using the FGT for those projects available PAYG funds become available that can be redistributed to other priorities.

There are also two projects for which funding was previously approved, Mic Mac lighting and Riverside Washroom and Change room. By fully funding these projects with the FGT, current funding which had been allocated of \$900,000 can be redistributed. It should be noted that there are ineligible costs associated with the FGT projects identified above. As such it is recommended that \$400,000 of the \$900,000 be retained and distributed to the various projects as may be determined to cover any ineligible costs thereby mitigating the risk of requesting additional funding from City Council at a later date.

The table below outlines the various projects and funding amounts per year which would be available for redistribution pending City Council's approval of the proposed recommendations in this report and subject to the final approval of the Federal Budget with the FGT component included, as proposed. Of the \$4.3M in funding to be redistributed, \$3.7M is within five years, and therefore able to be committed and the projects immediately actioned. The remaining \$600,000 falls outside of the five-year timeframe and therefore those funds can be identified as a placeholder for project(s), and in 2020 committed for immediate use as required.

TABLE 2 - Available Pay as You Go Funding based on one-time FGT project recommendations

Capital Budget Project #	Current funding*	2019	2020	2021	2022	2023	2024	Total
ECB-028-18			\$432,000					\$432,000
PFO-009-12		\$100,000	\$100,000	\$100,000				\$300,000
REC-003-07					\$967,000			\$967,000
ENG-005-17						\$1,502,000		\$1,502,000
ECB-024-18							\$600,000	\$600,000
7181010	\$400,000							\$400,000
7171065	\$500,000							\$500,000
Ineligible FGT								

	(\$400,000)							(\$400,000)
TOTAL	\$500,000	\$100,000	\$532,000	\$100,000	\$967,000	\$1,502,000	\$600,000	\$4,301,000

Table 3 below outlines a list of proposed projects for City Council's consideration regarding the possible \$4.3M in funding that would be available, should the one-time FGT be awarded.

TABLE 3 – Proposed Allocation of Funding (\$4.3M) in Table 2

Project ID	Project Title & Description	Funding Source	
		Year	Amount
PFO-007-11	Tree Maintenance: Funding to assist in moving forward the Preventative Maintenance program for the tree inventory and supports City Council's strategic initiative regarding tree maintenance.	Current	\$500,000
		2019	\$100,000
		2020	\$150,000
ECB-039-18	Ward Funds: In consultation with the Mayor's office an allocation for Ward funding is proposed, and would provide \$100,000 per Ward for each Councillor and the Mayor that if approved could be spent in accordance with the Ward Funds Policy.	2023	\$1,100,000
OPS-010-07	Security Cameras Downtown: This funding would be for the installation of cameras, which would enhance security in the downtown area and as well, provide benefits relative to traffic management.	2020	\$382,000
		2021	\$68,000
OPS-003-14	University Avenue Construction: The Environmental Assessment for this project will be completed in 2019. This funding will allow for the construction to begin once the EA is complete	2023	\$401,000
		2024	\$600,000
ENG-001-16	Sixth Concession Rd./North Talbot Rd. Infrastructure Improvements: These funds would allow for this project to begin sooner than currently planned.	2021	\$32,000
		2022	\$967,000
		2023	\$1,000
	Total		\$4,301,000

Risk Analysis:

There is a risk that the Federal Budget once approved will not include the one-time Federal Gas Tax increase. To mitigate this risk the recommendations contained in this report remain fully conditional upon the approval of the one-time funding. Any projects approved by City Council for funding from the FGT, or the \$4.3M of available PAYG funding which has been freed up, would not proceed until confirmation of approval from the Federal Budget is received.

Financial Matters:

As detailed throughout this report, the federal government has proposed increased one-time funding for the City of Windsor of \$13,464,160 in FGT for 2019. Administration is recommending that these additional FGT funds which were not contemplated initially when the Capital Budget was developed now be allocated as detailed within this report.

As a result of this reallocation of projects, \$4,301,000 of Pay as you go funding will also become available in the 2019-7 year Capital Budget. Administration is recommending a number of projects as detailed in Table 3 to be funded from these additional funds.

Approvals for all of the noted projects would remain subject to final approval of the federal budget and confirmation of the City's FGT allocation.

Consultations:

Vic Ferranti – Manager Capital Budget and Reserves

Conclusion:

Approval of the recommendations in this report will, based on approval of the Federal Budget with the inclusion of the one-time FGT payment, provide an opportunity for \$4.3M in PAYG funding to be available for redistribution to additional City Council priorities.

Planning Act Matters:

N/A

Approvals:

Name	Title
Melissa Osborne	Senior Manager Asset Planning
Mark Winterton	City Engineer
Jan Wilson	Corp. Leader Parks, Corp. Facilities, Recreation and Culture
Joe Mancina	Chief Financial Officer & City Treasurer

Name	Title
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Municipal Funding Agreement Schedule B

SCHEDULE B

ELIGIBLE PROJECT CATEGORIES

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

1. Local roads and bridges – i.e. roads, bridges, tunnels, highways and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
2. Public transit – i.e. a shared passenger transport system which is available for public use.
3. Drinking Water – i.e. drinking water conservation, collection, treatment and distribution systems.
4. Wastewater – i.e. wastewater and storm water collection, treatment and management systems.
5. Solid waste – i.e. solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
6. Community energy systems – i.e. infrastructure that generates or increases the efficient usage of energy.
7. Capacity building - i.e. investments related to strengthening the ability of Municipalities to develop long-term planning practices.
8. Short-sea shipping – i.e. infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
9. Short-line rail – i.e. railway related infrastructure for carriage of passengers or freight.
10. Regional and local airports – i.e. airport-related infrastructure (excludes the National Airport System).
11. Broadband connectivity – i.e. infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
12. Brownfield Redevelopment i.e. remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
 - (a) the construction of public infrastructure as identified in the context of any other eligible category referred to in this Schedule, and/or;
 - (b) the construction of municipal use public parks and publicly-owned social housing.

13. Sport Infrastructure – i.e. amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Junior A)).
14. Recreational Infrastructure - i.e. recreational facilities or networks.
15. Cultural Infrastructure – i.e. infrastructure that supports arts, humanities, and heritage.
16. Tourism Infrastructure – i.e. infrastructure that attracts travelers for recreation, leisure, business or other purposes.
17. Disaster mitigation – i.e. infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Windsor Bicycling Committee – February 2013
REVISED
Mandate and Terms of Reference

Preamble

The current Windsor Bicycling Committee was originally established in 1987 as the Bikeways Ad Hoc Steering Committee whose main role was to advise City council on matters pertaining to the establishment of a network of recreational and commuter routes for cyclists in the City of Windsor. The group worked closely with all levels of the City's administration to develop an implementation plan. This resulted in the Bicycle Use Development Study, prepared by Victor Ford & Associates. This plan was adopted in principle by City Council in late 1990.

Since the bicycling study was approved by Council a number of the proposed routes have either been constructed or incorporated into plans for future developments. The Bikeways Ad Hoc Steering Committee changed its name to the Windsor Bicycling Committee during 1991 and has expanded its mandate accordingly.

1. Mandate

The purpose of the Committee is to enhance the safety and viability of bicycling in the City of Windsor. It acts as an advocate for the growth of bicycling as a form of recreation and transportation that is affordable, energy efficient, non-polluting, quiet, and promotes fitness. The committee acts as an effective advisor to Council and City departments on matters relating to bicycling in Windsor.

2. Composition

The Windsor Bicycling Committee shall consist of a maximum of 9 voting members and non-voting resource members.

3. Appointment and Term

Windsor City Council shall appoint the members of the Windsor Bicycling Committee.

The term of Committee membership shall be established by Windsor City Council and is currently approved to be the same as the term of Windsor City Council (4 years). A Committee member may be offered and accept consecutive terms subject to the approval of Windsor City Council.

A Chairperson and Vice Chairperson shall be chosen by a majority vote of the Committee members. The position of Chairperson and Vice Chairperson shall be held for the same term as the Committee member term. At the expiration of the term, the outgoing Chairperson and Vice Chairperson may, subject to the approval of Windsor City Council, remain as a Committee member and may be nominated for the position of Chairperson and Vice Chairperson for consecutive terms.

4. Education and Information

- Increase public awareness of cycling – www.cyclewindsor.ca website, events which include Bike the Bridge, Bike to the Fireworks, Ride your Bike to Work
- Promotion of cycling facilities and programs developed by the city, or by groups within the city
- Development and/or promotion of cyclist education courses, in liaison with Windsor Police Services, schools and other groups
- Education/public awareness campaigns for motorists
- Recruitment of those with skills in these areas to volunteer or to train others

5. Fundraising

The Committee may coordinate partnership funding by collecting funds from organizations (derived from various events) with any surplus funds that may be collected to be utilized towards cycling infrastructure, supplies and equipment (i.e. bicycle racks).

6. Vacancy

The Committee may, but is not required to, recommend persons to fill a vacancy if such recommendation is approved by a majority vote of the members present. A vacancy, and any recommended replacements shall be reported by the Chair of the Windsor Bicycling Committee to Windsor City Council. Windsor City Council shall appoint a replacement for the unexpired term of the vacant position.

7. Absenteeism

Any member who is absent from three consecutive meetings without the express approval of the Committee given at a scheduled meeting will be deemed to have resigned from the Committee at the end of the third meeting.

Any vacancies resulting from absenteeism will be filled pursuant to Item # 4 of this Terms of Reference.

8. Quorum

The quorum of the Windsor Bicycling Committee is 5 voting members.

9. Frequency of Meetings

The Committee shall hold a minimum of 4 (four) meetings in each calendar year.

10. Conduct of the Meeting

Meetings shall generally be guided by the following:

- (i) The order of business shall ordinarily be as set out in the Agenda, except that the items may be taken up out of order or added to the agenda at the discretion of the Chair by a majority vote of the members present.
- (ii) All decisions of the Committee shall be made by resolution approved by a majority vote of all members present.

- (iii) The Chair shall generally conduct the meeting in accordance with standard Rules of Procedure.
- (iv) In the event of absence of the Chair, the Vice-Chair shall chair the meeting.
- (v) In the event of absence of the Chair and Vice-Chair, a person chosen by a majority vote of the members present shall chair the meeting provided a quorum is present.
- (vi) A person or persons may be invited to one or more Committee meetings as additional resource to discuss and provide guidance, input or information relevant to a specific subject matter under discussion by the Windsor Bicycling Committee provided the invitation is approved by a majority vote of the members present.

11. Agenda and Minutes

An Agenda will be provided prior to each meeting. Committee members may suggest items for the agenda to the Chair who may direct that item to be scheduled.

Minutes shall be taken of all meetings of the Committee and shall be distributed as soon as possible to all Committee members.

All matters related to recording and distributing the Minutes shall comply with the City of Windsor policies governing the recording and distribution of the Minutes of a Committee of City Council.

12. Advocacy and Monitoring

- Monitor City, Provincial and Federal Governments and their committees, departments and agencies, in order to support pro-cycling measures.
- Maintain liaison with other groups such as the Ontario Cycling Association, Bike Windsor, Share the Road Cycling Coalition and Michigan Trails & Greenways Alliance.