

Minutes of the Windsor Bicycling Committee held August 17, 2017

A meeting of the **Windsor Bicycling Committee** is held this day commencing at 4:30 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Amy Farkas, Chair
Dr. Chris Waters, Vice Chair
Councillor Rino Bortolin
Brendan Dodd

Regrets received from:

Robert DiMaio
Klaus Dohring
Anthony Ventimiglia

Guest in attendance:

Jennifer Escott, Bike Windsor Essex

Also present are the following resource personnel:

Dwayne Dawson, Executive Director, Operations
Josette Eugeni, Manager of Transportation Planning
Eric Nadalin, Windsor Essex County Health Unit
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 4:35 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

Additions to the Agenda

Moved by Councillor R. Bortolin, seconded by B. Dodd,
That Rule 3.3 (c) of the Procedure By-law 98-2011 be waived to add the following additions to the Agenda:

5. Report of the Planning Policy Assistant dated August 3, 2017 entitled "Response to CQ12-2017: Implementing a Policy for Complete Streets"

Carried.

2. Declarations of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by B. Dodd, seconded by Dr. Waters,
That the minutes of the Windsor Bicycling Committee of its meeting held April 6,
2017 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 2018 Operating Budget

The Financial Variance for the period ending July 31, 2017 document illustrates there is a surplus in the 2017 Operating Budget in the amount of \$3,009.68.

Discussion ensues regarding the purchase of safety devices such as reflective vests, reflective tape and bicycle lights.

Dr. Waters suggests consideration be given to the production of Public Service Announcements relating to the Open Streets event.

Moved by Councillor Bortolin, seconded by Dr. Waters,
That an expenditure in the amount of \$1,200 **BE APPROVED** for the purchase of safety devices that include bicycle lights, vests and reflective tape, and further, that the remainder of the 2017 Operating Budget **BE ALLOCATED** to the production of Public Service Announcements.
Carried.

The Chair proposes a survey be undertaken at the Open Streets event to track cycling habits. Councillor Bortolin suggests that consideration be given to doing an on-line survey in 2018.

Moved by Councillor Bortolin, seconded by B. Dodd,
That the 2018 draft budget of the Windsor Bicycling Committee **BE ACCEPTED**.
Carried.

4.2 2017 Annual Report

The Chair advises a draft of the WBC 2017 Annual Report will be provided at the October 4, 2017 meeting.

4.3 Meeting Dates for 2017/2018

The final meeting in 2017 will be held on Wednesday, October 4, 2017.

It is generally agreed meetings will be held in February, April, June, and September 2018 on dates to be determined.

D. Dawson advises infrastructure projects are set five years in advance and he adds all road improvements are reviewed via the Bicycle Use Master Plan. He notes there are only 6-7 projects for roads in 2018.

The Chair requests that the 2018 road projects be provided to the WBC at the February 2018 meeting. D. Dawson states a list of all Capital Projects for the next two years will be provided to the WBC.

Councillor Bortolin requests Administration bring all future projects to the WBC for input.

4.4 2017 Open Streets

The Chair indicates members will be polled electronically to determine who can attend and assist with the Open Streets event to be held on September 17, 2017.

5. New Business

The report of the Planning Policy Assistant dated August 3, 2017 entitled "Response to CQ12-2017: Implementing a Policy for Complete Streets" is distributed and **attached** as Appendix "A".

Dr. Waters suggests that any new projects being considered be put through a complete streets analysis. Councillor Bortolin responds before this can occur, that a policy must first be in place.

Moved by Dr. Waters, seconded by B. Dodd,

That the development of a Complete Streets Policy **BE ENDORSED** and further, that the Complete Streets Policy (as a stand alone policy) **BE INCORPORATED** into the Active Transportation Master Plan.

Carried.

Clerk's Note: City Council at its meeting held September 18, 2017 adopted the following motion (CR561/2017):

"That this Council Report responding to CQ12-2017 – Implementing a Policy for Complete Streets BE RECEIVED for information; and

That the research findings and sample policies contained in this report BE FORWARDED to the City Engineer for consideration as part of the upcoming study regarding the Active Transportation Master Plan."

Carried.

In response to a question asked by Dr. Waters regarding the name change from the Windsor Bicycling Committee to the Active Transportation Committee, Councillor Bortolin recommends this matter be deferred until the Active Transportation Master Plan is presented in 2018.

Dr. Waters leaves the meeting at 6:00 o'clock p.m.

Discussion ensues regarding recent bike theft in the downtown area and J. Eugeni responds secure bike lockers are available and have been underutilized at the Pelissier Street Parking Garage. Further information relating to the use of the bike lockers at the Pelissier Street Parking Garage is available at www.cyclewindsor.ca

6. Date of Next Meeting

The next meeting will be held on Wednesday, October 4, 2017 at 5:00 o'clock p.m. in Room 407, 400 City Hall Square East.

7. Adjournment

There being no further business, the meeting is adjourned at 6:02 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA

and Schedule "A"
to the minutes of the
Windsor Bicycling Committee meeting held
Thursday, August 17, 2017
at 4:30 o'clock p.m.
Room 407, 400 City Hall Square East

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held April 6, 2017 – **attached.**

4. **BUSINESS ITEMS**

4.1 **2018 Operating Budget**

The Procedure By-law 98-2011 (Part 21, 21.1) states the following:

“Advisory Committees shall prepare annual business plans and budget submissions should they require funding or additional resources for their activities.”

The 2018 Operating Budget Template is **attached.**

4.2 **2017 Annual Report**

The Procedure By-law 98-2011 (Part 21, 21.3) prescribes the following:

“Advisory Committees are required to report to their respective Standing Committee in either oral or written form, annually, so that the Advisory Committees are accountable for their performance.”

4.3 **Meeting Dates for 2017/2018**

The Procedure By-law 98-2011 (Part 21, 21.4) mandates the following:

“Standard meeting schedules shall be adopted for the Advisory Committees so that there is predictability in the deliberation of Public Policy.”

4.4 2017 Open Streets

The report of the Manager of Planning Policy dated May 5, 2017 entitled “Open Streets Windsor – Report on 2016 Pilot Project and 2017 Ontario 150 Grant (Wards 2, 3, 4 & 5)” and Council Resolution CR313/2017 are **attached**.

An e-mail from Michael Chantler, Project Manager, Open Streets Windsor dated August 9, 2017 is **attached**.

5. NEW BUSINESS

6. DATE OF NEXT MEETING

7. ADJOURNMENT