

AGENDA  
**Windsor Cycling Committee** meeting held  
**Tuesday, January 19, 2021**  
**at 3:30 p.m.**  
via Zoom video conference

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1. **Call to Order**
2. **Declaration of Conflict**
3. **Adoption of the Minutes**  
Adoption of the minutes of the meeting held July 28, 2020 – **attached.**
4. **Presentation - Partnership Opportunity with Windsor Cycling Committee** - Lori Newton, Bike Windsor Essex to present.
5. **Business Items**
  - 5.1 **Bike Detection at Signals**  
Shawna Boakes. Senior Manager of Traffic Operations & Parking Services to provide an update.
  - 5.2 **Proposed Changes to Provincial E-bike Framework**  
Memo and attachments dated January 8, 2020 from J. Hagan – **attached.**
  - 5.3 **2020 Completed Cycling Infrastructure Projects**  
Memo dated January 11, 2020 from J. Hagan – **attached.**
  - 5.4 **Updates on 2021 Active Transportation Capital Investments**  
Specific interest:
    - i. University Avenue
    - ii. Riverside Vista
    - iii. WyandotteMemo from J. Hagan regarding cycling infrastructure projects for 2021 – **attached.**
  - 5.5 **ATMP/Vision 0 Update**  
Review of progress on Objectives outlined in the Active Transportation Master Plan and Vision 0 with specific emphasis on progress related to “Quick Wins”. Strategies and Actions from the ATMP – **attached.**

**5.6 Financial Report**

Update regarding the 2021 WBC Operating Budget.

**5.7 Speed Limit Reduction**

Report of the Transportation Planning Senior Engineer entitled “CQ7-2020 – 40 km/h Residential Speed Limit – City Wide” – ***attached***.

**6. Date of Next Meeting**

**7. Adjournment**

## **Windsor Bicycling Committee**

Meeting held July 28, 2020

A meeting of the Windsor Bicycling Committee is held this day commencing at 10:00 o'clock a.m. via teleconference, there being present the following members:

Councillor Kieran McKenzie, Chair  
Ken Acton  
Klaus Dohring  
Teena Ireland (arrives at 10:10 a.m.)  
Jessica Macasaet-Bondy  
John Popham (arrives at 10:12 a.m.)  
Erika Valvasori  
Ellen van Wageningen

***Regrets received from:***

Brian Churchmack  
Robert Hicks

***Also present are the following resource personnel:***

Shawna Boakes, Senior Manager Traffic Operations/Parking  
Jeff Hagan, Transportation Planning Senior Engineer  
Kevin Morse, Windsor Essex County Health Unit  
Karen Kadour, Committee Coordinator

**1. Call to Order**

The Chair calls the meeting to order at 10:06 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

**2. Declaration of Conflict**

None disclosed.

### 3. Adoption of the Minutes

Moved by J. Macasaet-Bondy, seconded by E. van Wageningen,  
That the minutes of the Windsor Bicycling Committee of its meeting held January  
14, 2020 **BE ADOPTED** as presented.  
Carried.

### 4. Business Items

#### 4.1 Active Transportation Master Plan Update

J. Hagan reviews the memorandum dated July 20, 2020 entitled “Mid-year Update: 2020 Cycling Initiatives”. He advises this memorandum summarizes the cycling policy and infrastructure initiatives that are currently underway or have been completed in 2020.

In terms of the Cycling Policies, J. Hagan provides the following comments:

- **Vision Zero Policy** – When recruitment for the Vision Zero Stakeholder Group occurs, the WBC will be invited to identify a representative to participate in the Stakeholder Group (pending approval by the Striking Committee).
- **Bicycle Parking Policy** – Work done to date is primarily a community comparison of approaches used in other jurisdictions. The WBC will be consulted at key points in policy development.
- **Complete Streets Policy** – Work done to date is primarily a community comparison of approaches used in other jurisdictions. The WBC will be consulted at key points in policy development.
- **Traffic Calming Policy Update** – The WBC will be invited to provide comments on the draft policy. A key component of the update will be to harmonize the Traffic Calming Policy with the recommendations of the Active Transportation Master Plan.

E. Valvasori remarks that there are pathways in the ANSI (area of natural and scientific interest) that require the addition of dirt as there are muddy conditions. J. Hagan responds that this is a maintenance issue typically addressed by parks. He notes his role is to define where the new trails will be constructed.

In response to a question asked by E. Valvasori regarding potholes, the Chair recommends concerns be emailed to the 311 Call Centre. J. Hagan suggests taking a photo to pinpoint the exact location of the pothole(s).

K. Dohring refers to the bike parking policy and asks if events will be included. J. Hagan responds upon review of similar policies in other municipalities, that events are not included. He indicates that they are looking at various aspects regarding the development of the bike parking policy and anticipates the final version will be brought forward in 2021.

The Chair states the ATMP has very specific language regarding what the city would like to consider in terms of policy and bylaws. He asks Administration as the comparative analysis is underway, are the next steps what is currently outlined in the ATMP. J. Hagan responds affirmatively.

E. van Wageningen suggests that future updates provided by the Transportation Planning Senior Engineer also include the timelines when the construction of a project is planned.

E. van Wageningen refers to an area of concern which is the turn around for the railroad tracks located on South Cameron near Devonshire Mall. She notes there are quite a few cyclists and pedestrians who frequent this area and she asks if interim measures can be done, i.e. replacing the worn dirt trail with asphalt. J. Hagan responds they are aware of this area and preliminary designs of what they would like to see long term have been completed. As the Committee has noted this is as an area of concern, it will be addressed sooner rather than later.

In response to a question asked by K. Acton regarding in terms of buffered and segregated bike lanes, is the city looking at integrating buffered cycle lanes into future designs coming forward, J. Hagan responds two locations have been identified – Hawthorne Road and the cycle track between Lauzon Parkway and Lauzon Road.

T. Ireland expresses concern regarding cycling along Riverside Drive and subsequently transferring to the walkway in the Sandwich Towne area. She questions what the long term goals for Riverside Drive are. J. Hagan responds the ultimate vision for Riverside Drive is to go from the east end to the west end. . In this regard, the city is actually doing property acquisitions for the next phase. He adds information regarding the Riverside Drive Vista Improvements Program, is available on the City's website.

J. Macasaet-Bondy refers to the Dougall Avenue – Ouellette Place/Eugeni intersection. She advises that there are many more people cycling on this route now and adds that the gaps are being noted. She requests that improvements to this section be prioritized as it is important to establish a strong north/south connection. J. Hagan replies that this section is to be reconstructed with bike facilities on it.

The Chair reports that the Official Opening of the Walker/Rhodes Industrial Trail will be held on July 20, 2022 at 10:30 a.m.

Moved by E. Valvasori, seconded by E. van Wageningen,  
That the Active Transportation Master Plan update provided by the Transportation  
Planning Senior Engineer **BE RECEIVED**.  
Carried.

#### 4.2 Traffic Management Infrastructure & Cycling

Shawna Boakes, Senior Manager Traffic Operations/Traffic provides the following  
comments relating to cameras on traffic signals:

- Bicycle detection is done through camera technology at intersections
- Eighty per cent of the signals are on camera and the remaining twenty per cent will come on line eventually.
- The cameras are from four to seven years of age which is old technology as the algorithms change on a daily basis.
- Working with the Finance Department to develop a Request for Proposal to shortlist three different technologies to trial out in the field.
- This will be an opportunity for members of the WBC to volunteer to assist. When they put the technology out into the field, there are no bicycles in their department to test the technology when the new cameras are installed.
- They want to include “error” as one of the elements that they will assess as part of their trial period.
- Looking for volunteers from the WBC. If they were provided with a radio and were asked to cycle through an intersection 100 times over the next month and to advise how many times you had to wait longer than (a time would be provided) based on the length of the signal times. The evaluation of the technology would be based on the actual input from the cyclists and that would go to the ultimate selection of the new technology.
- Volunteers will be required in late September/early October 2020. If there is a problem with an existing intersection, they would be looking for a volunteer now.
- She suggests the public use the 311 Call Centre to track issues and which will allow their Department to track certain intersections.

In response to a question asked by the Chair regarding the placement of the volunteer at an intersection and the camera, S. Boakes responds as long as the cyclist is in the curb lane, the camera should pick up their movement.

Moved by K. Dohring, seconded by T. Ireland,  
That the initiative provided by the Senior Manager Traffic Operations/Parking to propose upgrades to the Traffic Management System to improve visibility of active transportation users through intersections across the City of Windsor **BE ENDORSED**.  
Carried.

### 4.3 Bike Parking Requirements and Planning

The Chair advises there is no reference to “bike parking at events” in the Active Transportation Master Plan. He refers to the Active Transportation Master Plan and the following excerpt as it relates to the development of a Bike Parking Policy:

**“ACTION 3B.1: DEVELOP AND IMPLEMENT A BIKE PARKING POLICY**

*The City should develop a bike parking policy to outline criteria for bicycle parking in the public right-of-way (including bicycle corrals as noted in Action 3B.4) and at public facilities (as noted in Action 3B.3), as well as to support businesses in existing developments to retrofit existing buildings to provide bicycle parking and other amenities, such as storage and change room facilities to support employees’ cycling to work year-round. Adding these facilities would likely require a reallocation of existing motor vehicle parking to bicycle parking. There are a number of other North American cities that have implemented these bylaw regulations including San Francisco, Toronto and Minneapolis.*

*1 to 9 vehicle parking spaces: No bicycle parking is required*

*10 to 19 vehicle parking spaces: 2 bicycle parking spaces are required*

*20 or more vehicle parking spaces: 2 bicycle parking spaces required for the first 19 spaces, plus 1 additional bicycle parking for each additional 20 vehicle parking spaces*

*The Zoning Bylaw also provides requirements for the size and location of bicycle parking spaces. However, the Zoning Bylaw does not distinguish between short-term and long-term secure bicycle parking requirements, nor does it provide guidance on siting, location, or quality of bicycle parking. In addition, the Zoning Bylaw does not provide any requirements for end-of-trip facilities for new developments. It is recommended that the City conduct a Bicycle Parking Study to inform a subsequent update to the bicycle parking requirements in the Zoning Bylaw and to expand current Official Plan policies:*

*To be based on the corresponding land use (instead of based on motor vehicle parking requirements);*

*To specify different requirements for short-term and long-term bicycle parking, including secure bicycle parking facilities;*

*To provide design guidance for the siting, location, and quality of short-term and long-term bicycle parking;*

*To provide flexible parking requirements to allow for a reduction in motor vehicle parking if bicycle parking and other amenities go beyond minimum requirements; and*

*To require end-of-trip facilities such as showers and clothing lockers in new developments based on land use.*

*In addition, the City should continue to ensure that these bicycle parking regulations are being enforced in all new developments.”*

Discussion ensues regarding the need to “require end of trip facilities such as showers and clothing lockers in new developments”. Comments are provided regarding the possible retrofit of existing buildings and the costs associated with that construction.

K. Morse reports through research for a bike events policy, he notes the City of Mississauga has a tool kit for bike events but does not have a policy.

E. Valvasori indicates there are two issues; the first being parking at bike events which could be deferred at this time as there are no precedents. The second relates to new employers and the requirement for showers which could be addressed at this time.

K. Acton states in terms of “land use” as referenced in the ATMP “to require end of trip facilities such as showers and clothing lockers in new developments based on **land use**”, he states it is important to note that land use which is basically the buildings and the occupancies that you can put on that land varies drastically. For example, if something is zoned commercial land use, there can be multiple types of businesses on it. If you look at the Ontario Building Code, there are classifications of buildings, and if you were to segregate those, you will alienate a lot of individuals and would create hardships for them. There will be challenges on how this is implemented which will be felt by the community.

The Chair advises that if a building has more than 9 parking spaces, you have to provide bike parking. He adds the direction to provide showers and secure bicycle parking facilities is highlighted in the ATMP as a priority and aligns with the City of Windsor objective to improve and promote cycling across the community.

Moved by J. Macasaet-Bondy, seconded by K. Acton,  
That a Bike Parking Policy Subcommittee **BE ESTABLISHED** for the purpose of developing language for a Bicycle Parking Policy to recommend to the Transportation Planning Department.  
Carried.

#### **4.4 Outreach Campaign Trails and Maps**

The Chair suggests the promotion of cycling infrastructure through videos that feature members of the WBC. He adds the 2020 WBC operating budget is \$5,250.

The Chair suggests that a terms of reference or an RFP be discussed at the next meeting.

K. Morse volunteers to assist in the outreach campaign.

#### **4.5 Fireworks**

The Chair reports the fireworks will proceed, however the public is not encouraged to come down to the riverfront due to COVID-19. The public is encouraged to watch from home.

The Chair adds that bike parking for the fireworks will not be provided.



**5. Date of Next Meeting**

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

**6. Adjournment**

There being no further business, the meeting is adjourned at 12:00 o'clock p.m.

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**CHAIR**

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**COMMITTEE COORDINATOR**