

Windsor, Ontario November 8, 2016

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
Dr. Chris Waters, Vice Chair
Councillor Rino Bortolin
Robert DiMaio
Klaus Dohring (arrives at 5:14 p.m.)
Anthony Ventimiglia

Also present are the following resource personnel:

Dwayne Dawson, Executive Director Operations/Deputy City Engineer
Jen Leitzinger, Transportation Planning Engineer
Lori Newton, Bike Friendly Windsor Essex
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 5:02 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. DECLARATIONS OF CONFLICT

None disclosed.

3. MINUTES

Moved by Councillor Bortolin, seconded by R. DiMaio,
That the minutes of the Windsor Bicycling Committee of its meeting held March 30, 2016 **BE ADOPTED** as presented.
Carried.

4. **BUSINESS ITEMS**

4.1 **Chair's Report**

The Chair acknowledges the recent passing of Neil Campbell, a former member of the Windsor Bicycling Committee.

4.2 **Meeting Attendance and Commitment to the WBC**

The Chair requests members provide comment to e-mailed administrative reports/environmental assessments etc. as there is great momentum and appetite for cycling in Windsor at this time.

4.3 **Bikeshare Program**

As representation from the University of Windsor Students' Alliance is not present, Dr. Waters advises the Bikeshare Program is doing well and bikes are being used by the students.

4.4 **Top Cyclist Collision Locations – City Wide**

City Council November 7, 2016 Meeting – CR671/2016

1. That the report of the City Engineer dated September 29, 2016 entitled "Top Cycling Collision Locations" BE RECEIVED for information; and further,

2. That Administration BE AUTHORIZED to engage an engineering consultant, at an upset limit of cost of \$20,000 plus HST, to undertake bicycle road safety audits at the four locations identified (Lauzon Parkway/Tecumseh Road East, Windsor Avenue / Tecumseh Road East, Drouillard Road / Wyandotte Street East, and Walker Road/Ypres Avenue).

D. Dawson indicates the scope of the audit is yet to be determined and it is anticipated to have a project update by mid-summer 2017.

Dr. Waters suggests the Request for Proposal stress the importance of active transportation at the four identified top cyclist collision locations.

Discussion ensues regarding the comments provided by a Councillor at the October 19, 2016 Environment, Transportation & Public Safety Standing Committee meeting. K. Dohring indicates an e-mail was sent to the Councillor the next day following the meeting expressing concern with his comments. It is generally agreed that no further action will be taken on this matter.

D. Dawson advises local cycling groups/cyclists will be contacted to provide input regarding the bicycle road safety audits for the four identified locations.

4.5 Cycling Infrastructure Opportunities

J. Leitzinger provides a map delineating the Windsor Loop and notes it will take three to five years for completion.

In response to a question asked by the Chair regarding if there will be separated bike lanes in the Windsor Loop, D. Dawson responds separated bike lanes can include a separation using pavement markings or physical separation.

Dr. Waters states perception is important as to encourage families to cycle on the road.

D. Dawson indicates physically separated lanes require proper location and funding.

Councillor Bortolin advises the expansion of Cabana Road will include buffers with no physical separation from the vehicles.

Councillor Bortolin reports in terms of the Vista Project, there are budgeted funds for this project, that will include cycling facilities and will extend down Riverside Drive East to Strabane.

K. Dohring supports the recommended cycling facilities locations as identified by the Chair as follows:

- **Collision Hot Spots** - Consideration to be given to the areas identified in the Collision Hot Spots report.
- **Riverside Drive Vista Project** – Moving forward with the project on Riverside Drive East will increase ridership, particularly for those who are reluctant to ride.
- **Dougall Avenue Tunnel Under CN Rail**– Implementation of interim measures is critical to pedestrian and cyclist safety. In addition, it is recommended that the route continue through to the Downtown. (This has also been a request expressed by the DWBIA).
- **Ambassador Bridge** – Linking up facilities directly east and west of the Ambassador Bridge to connect with the Riverfront Trail.
- **Herb Gray Parkway** – Linking the new trail with the surrounding communities. In the current condition, the network is confusing and disconnected.

Councillor Bortolin suggests a discussion be held in 2017 regarding consideration for future cycling infrastructure to assist with providing connections and to ensure all gaps have been identified.

4.6 Bike Safety Enforcement Week and One Metre Campaign

The Chair reports the Bike Safety Enforcement Week was not held in 2016.

Dr. Waters questions if Windsor Police Services can provide the number of charges/warnings that have been issued since the establishment of the One-Metre law.

4.7 Motion for Front Bicycle Lights

Clerk's Note: The WBC at its meeting held March 30, 2016, approved \$1,000 for the purchase of front bicycle lights. As they were not available at the time, bike bells were purchased at a cost of \$708.51. As \$292 remained from the approved \$1,000 expenditure, this amount was added to the \$442.50 which equals \$734.50 (the cost of purchasing 200 front bicycle lights). As the bicycle lights were not suitable, ***the cheque was returned by City Cyclery.***

Moved by A. Ventimiglia, seconded by R. DiMaio,
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$754.28 (includes HST) for the purchase of 150 front bicycle lights from City Cyclery.
Carried.

4.8 Financial Summary Variance Report

The Financial Summary Variance Report for the period ending October 31, 2016 is distributed and ***attached*** as Appendix "A". The balance of the WBC 2016 Operating budget is \$2,721.

Discussion ensues regarding the remaining funds in the operating budget, and several suggestions are put forth, i.e. bicycle helmets for the Brain Injury Association, the Bike Share Program at the University of Windsor and commercial spots on CTV Television.

Moved by K. Dohring, seconded by R. DiMaio,
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$1,000 payable to the Brain Injury Association of Windsor and Essex County for the purchase of bicycle helmets for children in need.
Carried.

Moved by Dr. Waters, seconded by Councillor Bortolin,
That **APPROVAL BE GIVEN** to utilize the remaining funds in the 2016 Windsor Bicycling Committee Operating Budget for the Share the Road ad campaign on CTV Television and for the purchase of Share the Road Bike stickers.

Carried.

4.9 Annual Meeting with the Transit Windsor Advisory Committee

It is generally agreed a meeting will be convened with the Transit Windsor Advisory Committee on a date to be determined in 2017.

4.10 Cyclist/Pedestrian Ferry & Bicycle Racks on the Tunnel Bus

City Council at its meeting held October 17, 2016 adopted the following motion relating to the Windsor/Detroit Pedestrian Ferry:

Moved by: Councillor Francis

Seconded by: Councillor Sleiman

*"That the report of the Corporate Leader Transportation Services dated August 19, 2016 entitled "CQ16 - 2016 - Windsor / Detroit Pedestrian Ferry" **BE DEFERRED** to allow for a further administrative report with respect to feasibility, costs and a business case as it relates to how this would come about, and that this matter **BE BROUGHT FORWARD** directly to City Council for consideration."*

Carried.

City Council at its meeting held October 17, 2016 adopted the following motion relating to bicycle racks on the Tunnel Bus:

Moved by: Councillor Kusmierczyk

Seconded by: Councillor Marra

Decision Number: CR648/2016 ETPS 426

*"That the Environment, Transportation and Public Safety Standing Committee and the Transit Windsor Board of Directors **APPROVE** Windsor Chartabus Inc.'s application to Ministry of Transportation Ontario (MTO) for a Special Vehicle Configuration Permit to allow the use of bike racks on the Tunnel Bus; and further,*

*That City Council also **APPROVE** the application of Windsor Chartabus Inc. for the Special Vehicle Configuration Permit and **AUTHORIZE** the Chief Administrative Officer to sign a letter of support as described herein, which letter shall be approved as to legal content by the City Solicitor and as to technical content by the Executive Director of Transit Windsor."*

Carried.

5. COMMUNICATIONS

The e-mail from Mike Penner dated September 2, 2016 expressing appreciation to the WBC regarding the Cycle route that follows the Herb Gray Parkway and for the bike routes found throughout the City of Windsor is received for information.

L. Newton advises the Official Opening of the Herb Gray Parkway Trails will be held November 9, 2016 at 10:00 a.m. on the Parkway Trail and Spring Garden Road.

6. NEW BUSINESS

J. Leitzinger states in support of Ontario's Climate Action Plan (CCAP), the Ministry of Transportation (MTO) will be implementing a number of cycling initiatives to support emission reductions. Comments can be provided through the Environmental Registry by November 30, 2016. A link to the MTO website is available on cyclewindsor.ca.

Items for discussion at the first meeting of the WBC to be held in 2017 will include allowable window tint on vehicles and the 2017 WBC budget.

7 DATE OF NEXT MEETING

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

8. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:29 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA
and Schedule "A"
to the minutes of the
Windsor Bicycling Committee meeting held
Tuesday, November 8, 2016
at 5:00 o'clock p.m.
Room 407, 400 City Hall Square East



1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **MINUTES**

Approval of the March 30, 2016 minutes (**previously distributed**)

4. **BUSINESS ITEMS**

4.1 **Chair's Report**

4.2 **Meeting Attendance & Commitment to the WBC**

4.3 **Bikeshare Program**

A representative from the University of Windsor Students' Alliance to be in attendance.

4.4 **Top Cyclist Collision Locations City Wide**

The report of the Policy Analyst dated September 29, 2016 entitled "Top Cyclist Collision Locations – City-Wide" and Decision Number #ETPS 438 of the Environment, Transportation & Public Safety Standing Committee – **attached**.

4.5 **Cycling Infrastructure Opportunities**

E-mail from Amy Farkas, Chair dated June 7, 2016 regarding "Recommended Cycling Facility Locations" and Public Works Report # S 99/2016 "Cycling Infrastructure Opportunities – Windsor Loop, Community Connections and Beyond – City Wide" - **attached**

4.6 **Bike Safety Enforcement Week and One Metre Campaign**

4.7 **Motion to Rescind**

Motion to rescind the following motion approved by E-mail poll on June 8, 2016:
"That approval be given to an expenditure in the upset amount of \$442.50 for the purchase of front bicycle lights from City Cyclery."

Clerk's Note: The WBC at its meeting held March 30, 2016 approved \$1,000 for the purchase of front bicycle lights. As they were not available at the time, bike bells were purchase at a cost of \$708.51. As \$292 remained from the

approved \$1,000 expenditure, this amount was added to the \$442.50 (as noted in the foregoing motion) which equals \$734.50 (the total cost of purchasing 200 front bicycle lights). *As the bicycle lights were not suitable, the cheque was returned by City Cyclery.

New Motion

That APPROVAL BE GIVEN to an expenditure in the upset amount of \$462.28 for the purchase of 150 front bicycle lights from The City Cyclery.

4.8 Financial Summary Variance Report

The Financial Summary Variance Report for the period ending August 31, 2016 – **attached.**

4.9 Annual Meeting with the Transit Windsor Advisory Committee

City Council at its meeting held April 8, 2016 approved Report No. 372 (CR266/2016) an excerpt of which follows:

“That the Windsor Bicycling Committee and Transit Windsor Advisory Committee BE DIRECTED to meet annually, as part of their allotted quarterly meetings, to discuss ways the cycling-transit link can be improved.”

CLERK’S NOTE: Due to the lateness in the year, discussion to determine a date in 2017 to convene a meeting with the Transit Windsor Advisory Committee.

4.10 Cyclist/Pedestrian Ferry & Bicycle Racks on the Tunnel Bus

The report of the Corporate Leader Transportation Services dated August 19, 2016 entitled “CQ16-2016 – Windsor/Detroit Pedestrian Ferry –City Wide” and Decision Number ETPS 425 – **attached.**

The report of the Corporate Leader Transportation Services dated August 22, 2016 entitled “Windsor Chartabus Inc. – Application for Bus Mounted Bike Racks – City Wide and Decision Number ETPS 426 – **attached.**

5. COMMUNICATIONS

E-mail from Mike Penner dated September 2, 2016 expressing appreciation to the WBC for the successful completion of the Cycle route that follows the Herb Gray Parkway and for the bike routes found throughout the City of Windsor – **attached.**

6. NEW BUSINESS

7. DATE OF NEXT MEETING

8. ADJOURNMENT

REPORT ID: CCWFISUM
 EFFECTIVE DATE OF DEPT REPORTING TREE: 01-OCT-2016
 EFFECTIVE DATE OF MAIN ACCOUNT TREE: 01-OCT-2016

CITY OF WINDSOR
 FINANCIAL SUMMARY VARIANCE REPORT BY DEPT ID
 FOR THE PERIOD ENDING Oct 31, 2016 (INCLUDING ADJUSTMENT PERIOD)
 83% OF THE YEAR ELAPSED

LEVEL: 5
 PAGE No. 1 of 1.
 RUN DATE: November 07, 2016
 RUN TIME: 14:51:46

BUSINESS UNIT: CCW01

OPERATING FUNDS: 001, 020, 021, 023, 027, 030

Service Area: AGENCIES_BOARDS_COMM
 Department: COMMITTEES
 Division: COUNCIL_COMMITTEES
 Department ID:0111650 Windsor Bicycling Committee

	ANNUAL BUDGET	CURRENT PERIOD		YEAR TO DATE		YTD VARIANCE SURPLUS/ (DEFICIT)	PERCENT COMMITTED	PROJECTED YEAR-END VARIANCE SURPLUS/ (DEFICIT)	PROJECTED PERCENT COMMITTED
		COMMITMENTS	ACTUALS INCLUDING COMMITMENTS	COMMITMENTS	ACTUALS INCLUDING COMMITMENTS				
REVENUES									
TOTAL REVENUE	0	0	0	0	0	0	0	0	0
EXPENSES									
2010 Office Supplies	0	0	0	0	8	-8	0	-10	0
4295 Public Relations	4,300	0	0	0	1,563	2,737	36	2,424	44
3250 Licenses	0	0	0	0	8	-8	0	-10	0
TOTAL EXPENSES	4,300	0	0	0	1,579	2,721	37	2,405	44
NET TOTALS	4,300	0	0	0	1,579	2,721	37	2,405	44

End of Report