



# THE CITY OF WINDSOR

COUNCIL SERVICES DEPARTMENT

VALERIE CRITCHLEY  
CITY CLERK

IN REPLY, PLEASE REFER  
TO OUR FILE NO. \_\_\_\_\_



September 14, 2015

**TO: ALL MEMBERS OF THE WINDSOR BICYCLING COMMITTEE**

This is to advise that the next meeting of the Windsor Bicycling Committee is scheduled as follows:

Tuesday, September 29, 2015  
5:00 o'clock p.m.  
Room 407, 400 City Hall Square East

The ***attached*** agenda will be considered. Please notify the undersigned at 519-255-6222, ext. 6430, if you are unable to attend.

Yours very truly,

Karen Kadour  
Committee Coordinator

**AGENDA**  
and Schedule "A"  
to the minutes of the  
**Windsor Bicycling Committee** meeting held  
**Tuesday, September 29, 2015**  
at 5:00 o'clock p.m.  
Room 407, 400 City Hall Square East

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1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **MINUTES**

Adoption of the minutes of the meeting held August 12, 2015 – *attached*

4. **BUSINESS ITEMS**

4.1 **Chair's Report**

4.2 **Safety Devices, Public Service Announcements**

4.3 **Cyclist/Pedestrian Collision Areas**

J. Leitzinger to provide the top 5 collision intersections.

4.4 **Bike Infrastructure on the New Bridge**

4.5 **Cycling Training Fund 2015 & 2016**

Background information is *attached*.

4.6 **Cycling Street Markings**

Traverse City, Michigan Street Markings – August 23, 2015 – *attached*.

Town of Essex's New Bike Lane Markings – *attached*.

4.7 **Enforcement**

E-mil from the Chair dated September 4, 2015 regarding "Bike Safety Enforcement Week" – *attached*.

4.8 **Bike Racks**

J. Leitzinger to provide an update.

4.9 **2016 WBC Operating Budget**

Letter sent to the Chair from the CAO, City of Windsor dated July 29, 2015 regarding the 2016 WBC Budget Process – *attached*.

**4.10 Confirm & Ratify E-Mail Poll**

Motion to approve an expenditure in the upset amount of \$100 for the purchase of safety devices to be donated to the Windsor Tandem Club.

**5. NEW BUSINESS**

**6. ADJOURNMENT**

Windsor, Ontario August 12, 2015

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:

Dr. Chris Waters, Chair  
Councillor Rino Bortolin  
Robert DiMaio  
Klaus Dohring  
Amy Farkas (arrives at 5:25 p.m.)  
Jin Huang  
Anthony Ventimiglia

**Delegations in attendance:**

Bob Hodge, Ambassador Bicycles regarding Item 5.1  
Rebecca and Emmanuel Blaevoet, Windsor Tandem Club, regarding Item 5.2  
Julie Legg and Sarah Cipkar, Downtown Windsor Community Collaborative, regarding Item 5.3  
Lori Newton, Bike Friendly Windsor Essex, regarding Item 5.4

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

Jen Leitzinger, Transportation Planning Engineer  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 5:00 o'clock p.m. and the Committee considers the Agenda being Schedule "A", **attached** hereto, matters which are dealt with as follows:

**2. ADDITIONS TO THE AGENDA**

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

- 5.4** Presentation by Lori Newton, Bike Friendly Windsor-Essex  
Carried.

3. **DECLARATIONS OF CONFLICT**

None disclosed.

4. **MINUTES**

Moved by A. Ventimiglia, seconded by J. Huang,

That the minutes of the Windsor Bicycling Committee of its meeting held May 27, 2015

**BE ADOPTED** as presented.

Carried.

5. **PRESENTATIONS**

5.1 **Bike Theft Initiative**

Bob Hodge, Ambassador Bicycles is present to provide information relating to a bike theft initiative. B. Hodge provides the following comments/recommendations as follows:

- Bike theft in Windsor escalated in August 2014
- Began a Facebook Group and as of August 10, 2015 there are 520 members
- Between May 9, 2015 and August 10, 2015 twenty-four bikes were posted on the site
- Was interviewed by the media on August 11, 2015 and the number of members on the Facebook Group increased by 211.
- Suggests the creation of a bicycle serial numbers bank
- Bike racks are not suited to cable locks – require hardened steel “U” locks
- Need for better public education regarding how to properly lock a bicycle.
- The Bike Program through Windsor Police Services has not been offered since September 2014.
- The majority of bicycles targeted for theft exceed \$500.
- Windsor Police are discovering bicycles in pawn shops.
- More cyclists are riding as the infrastructure increases, and thieves are taking advantage of the greater number of bicycles in the city

**Clerk's Note:** The Committee Coordinator contacted Windsor Police Services on August 18, 2015 and was informed Windsor Police Services oversees pawn shops. E-mails from the Manager of By-law Enforcement dated August 18, 2015 regarding Schedule R1 to By-law No. 395-2004 Retail/Resale and Pawnbrokers (refer to sections 4 and 5) and Appendix “A” Requirements for reporting to the Windsor Police Services for licensees –**(attached as Appendix “A”)**

The Chair requests “inadequate cycling parking facilities” be added to the Facebook group site to allow concerned cyclists to provide this information which in turn will be forwarded to J. Leitzinger. The Chair also suggests “new commercial establishments without existing bike racks” be added to the Facebook group site.

The Chair thanks B. Hodge for his presentation.

## 5.2 Tandem Cycling

Rebecca and Emmanuel Blaevoet, Windsor Tandem Club are present to provide information relating to tandem cycling for blind, partially-sighted, deaf-blind and fully-sighted cyclists. E. Blaevoet provides the following comments related to tandem cycling:

- Requires sighted volunteer cyclists to “captain” the tandem bikes
- The Windsor Tandem Club Facebook page and website are active
- Held a meeting on August 11, 2015 and invited sighted as well as visually impaired individuals to attend; however, no sighted individuals attended the meeting.
- Currently, has 4 tandem bicycles and is requesting possible storage space from the City of Windsor. Ideal space to store the bicycles is in close proximity to the Transit Windsor Bus Terminal.

E Blaevoet distributes a flyer relating to the Windsor Tandem Club (also available in braille), attached as Appendix “B”.

J. Leitzinger indicates the City of Windsor bicycle lockers may possibly be a storage option for the tandem bikes, however, due to the 8 foot length, the lockers may not be able to accommodate them.

A. Farkas notes information relating to Windsor Tandem Club will be placed on the WBC Facebook site.

The Chair states in the future, if the Windsor Tandem Club has a specific proposal, perhaps the WBC can assist with providing bells, lights or vests.

The Chair thanks R. Blaevoet and E. Blaevoet for their presentation.

## 5.3 Downtown Windsor Community Collaborative

Julie Legg, and Sarah Cipkar, Downtown Windsor Community Collaborative are present to provide information relating to the “Community Bike Share” initiative. Background information relating to the Community Bike Share is distributed and attached as Appendix “C”.

The salient points of discussion relating to the Community Bike Share are as follows:

- The community has expressed a need for bikes (which fits into their Barrier-Free Sports Initiative) by removing barriers to physical activity to make access more readily available for a greater number of Windsor residents.
- Pilot Project consists of offering low-cost or free bike rentals (have collected 6-8 bikes) and are in the process of readying them for the road (currently completed by volunteers).

- Once completed, the riders will be able to sign out bikes and return them after a day's time (also run by volunteers).
- Will also be offering free bike clinics at several of the community barbeques. Repaired approximately 20 to 30 bikes over the past month.
- The long term plans include the following:
  - Rent out bikes at low-cost/free
  - Have a repair workshop that the community can use (trading in their time for time in the shop)
  - Eventually have multiple pick-up and drop-off points across the city, making cycling more accessible.

The Chair offers to provide bells, vests and lights to assist with their endeavour.

In response to a question asked by R. DiMaio regarding if this initiative can be accomplished by partnering with an existing community centre, S. Cipkar responds the goal is to partner with a "facility".

The Chair thanks J. Legg and S. Cipkar for their presentation.

#### **5.4 Bike Friendly Windsor-Essex**

A document from Darren Winger, Advocacy Chair, Bike Friendly Windsor Essex regarding several bicycle issues is distributed and attached as Appendix "D". The issues of concern posed by Bike Friendly Windsor Essex relate to the following:

**Downtown Transportation Strategy** – Asks if the WBC will be sending an official response to Stephen Keen, Project Manager at CIMA

**Roselawn Drive** – Bike Friendly Windsor Essex notes the bike lanes have not been installed along Roselawn Drive. Asks if the WBC is monitoring the progress of construction; what are the specific timelines of installation; and will the bike lanes be completed before the school season begins. J. Leitzinger indicates that bike lanes will be installed once the surface asphalt is placed. Placement of surface asphalt is imminent.

**Windsor Loop** – Asks if the WBC is monitoring the progress of the planning and construction schedule for the Cabana Road segment of the Windsor Loop Project and, what are the projected timelines of construction.

**Cabana Road at Highway #3** – Bike Friendly Windsor Essex states at the Memorial Ride recently held, a number of cyclists aired concerns about the lack of cycling infrastructure at the Cabana Road crossing to Todd Lane in LaSalle (lack of bike lanes to link the two communities) on the Herb Gray Parkway. Asks with the installation of a new cycle track lane on Todd Lane (summer 2015) and the upcoming separated bike lanes on Cabana Road, will the WBC be forwarding the concerns about the lack of linking cycling infrastructure from LaSalle to Windsor to Parkway authorities

**Travel from South Windsor to Riverside Drive** – Bike Friendly Windsor remarks it is a challenge to travel north south from South Windsor and one identified route for South Windsor residents heading to West Windsor is to cross the walking bridge across the expressway. Many cyclists travel north on Randolph to Tecumseh Road and, to Askin Boulevard then from California to Riverside Drive. Asks if the WBC will review the opportunity to present to Council/Planning Department that this route will become a designated signed and marked bike Route.

**McDougall -** Asks with the current construction on McDougall between Eugenie and Tecumseh, what are the plans to enhance cycling infrastructure. Bike Friendly Windsor Essex states currently there is a bike path from the Parks and Recreation Field House to Tecumseh with faded bike markings. Asks will there be a designated lane from Eugenie to the Field House.

**Bike Marking Scheduling/Frequency** – Bike Friendly Windsor Essex asks the following questions:

- What is the schedule for bike lane and bike marking maintenance (annual, every two years?) On a bike lane with bike markings, what is the frequency and distance between bike markings? J. Leitzinger indicates that frequency/distance is per OTM (Ontario Traffic Manual) Book 18 – Cycling Facilities
- On bike lanes, what is the minimum footage between a corner and bike marking? (To create an effective visual, the bike markings must be close to the intersection to create sense of space for both drivers and cyclists).
- To whom in the City should Bike Friendly Windsor Essex forward bike marking/maintenance concerns to? Send to J. Leitzinger

In terms of “open streets” L. Newton asks why the City of Windsor is not participating in this initiative. Councillor Bortolin responds he will contact the Planning Department and will circulate an e-mail to the WBC.

As it relates to the foregoing questions posed by Bike Friendly Windsor Essex, J. Leitzinger provides the following responses:

**Travel from South Windsor to Riverside Drive** – J. Leitzinger states in terms of a “designated signed and marked bike Route”, bike lanes cannot be constructed if there is insufficient width on the road. The only solution is for residents to petition to remove the parking on the street.

J. Leitzinger indicates that north south route is shown in BUMP. In particular Randolph Ave. is a future signed route (Northwood Ave. to Totten St.). A section of multi-use trail currently exists on Randolph Ave., north of Ojibway St. The roadway does not need to be signed as a cycling facility in order to be utilized by cyclists. Since volume is low, it is appropriate location for cyclists. Travelling northerly, Totten St. is also future bike lanes and California is a future signed route in BUMP (existing bike lanes exist on California Ave from Wyandotte St. W to University Ave. W).

J. Leitzinger indicates the Environmental Assessment is currently being undertaken for the Central Box and notes this will alleviate the issues South Windsor has experienced in travelling in a north south direction. Councillor Bortolin notes the completion of the Central Box will take approximately 20-25 years.



Councillor Bortolin states the report relating to the Central Box will be presented to City Council in October 2015. He asks for a report that addresses “short term fixes”, i.e. hazards relating to speed, placement of signage and off ramps where cyclists are merging (EC Row Expressway at Dougall).

The Chair reiterates the need for a safe north/south route within the Central Box.

*McDougall* – J. Leitzinger advises that bike lanes are included in this reconstruction project, as well as bike lanes/sharrows south of the tracks to Eugenie St.

*Bike Marking scheduling/frequency* – J. Leitzinger notes bike marking on multi-use trails and off-road is done by the Parks Department. She states on-road bike lanes are painted annually (generally in the spring).

*Cabana Road* – Administration also expressed concerns to the Parkway Group regarding the lack of cycling connections/facilities on Cabana Rd. on the Rt. Hon. Herb Gray Parkway to the City limits.

*Windsor Loop* – J. Leitzinger reports updated information relating to the Windsor Loop is available on the City of Windsor’s website.

Moved by Councillor Bortolin, seconded by A. Farkas,  
That the Parks Department **BE REQUESTED** to paint all bike facility markings annually, preferably in the spring.  
Carried.

The Chair suggests directional arrows be placed on the bike lanes. J. Leitzinger states the painting of arrows on the bike lanes will require additional dollars and directional arrows are considered an option in OTM Book 18, therefore Traffic Operations is not required to undertake this work.

A letter from Bike Friendly Windsor Essex dated July 14, 2015 to Mayor Dilkens regarding the Canadian Automobile Association (CAA) “Watch for Bikes” sticker is distributed and attached as Appendix “E”.

Moved by Councillor Bortolin, seconded by K. Dohring,  
That City Council **BE REQUESTED** to partner with the Canadian Automobile Association (CAA) to provide “Watch for Bikes” stickers for all municipal fleet vehicles and to encourage related City entities to participate in the “Watch for Bikes” sticker campaign.  
Carried.

6. **BUSINESS ITEMS**

## 6.1 Chair's Report

The Chair provides the following updates relating to the WBC:

- Bike to Work event held May 29, 2015 in partnership with the CBC was very successful.
- Bike Safety Enforcement Week was held the week of June 14, 2015. No statistics relating to the number of warnings issued is available at this time.
- Bike to Fireworks was held June 22, 2015. Approximately 80 cyclists participated. Installed reflective tape on the bikes and provided bells.
- J. Leitzinger to investigate and report back regarding who will supply the fencing for the Bike to Fireworks event for 2016, as Parks will no longer assist with fencing.

## 6.2 Safety Devices, Public Service Announcements

The Chair requests this matter be deferred to the next meeting of the WBC.

## 6.2 Cyclist/Pedestrian Collision Areas

K. Dohring reports the Cyclist Pedestrian Collision Areas Subcommittee recently met. He states approximately 3 -7 people die annually (vehicle accident fatalities which includes cyclists, pedestrians and motorists). As of this date, two fatalities have occurred.

K. Dohring states over a 5 year period as noted in the Coroner's Report, there were 126 fatalities (avoidable deaths). He indicates the Google Map did not illustrate any cycling deaths. A. Farkas expresses concern relating to the difficulty in providing recommendations when there is very little data regarding accidents and collision areas.

The Chair requests J. Leitzinger provide the top 5 collision intersections for the September 30, 2015 meeting of the WBC.

## 7. NEW BUSINESS

It is generally agreed a discussion relating to bike infrastructure on the new bridge be discussed at the September 30, 2015 WBC meeting.

## 8. DATE OF NEXT MEETING

The next meeting will be held on Wednesday, September 30, 2015 at 5:00 p.m. in Room 407, 400 City Hall Square East.

## 9. ADJOURNMENT

There being no further business, the meeting is adjourned at 7:00 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR

**AGENDA**  
and Schedule "A"  
to the minutes of the  
**Windsor Bicycling Committee** meeting held  
**Wednesday, August 12, 2015**  
**at 5:00 o'clock p.m.**  
**Room 407, 400 City Hall Square East**

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**1. CALL TO ORDER**

**2. DECLARATIONS OF CONFLICT**

**3. MINUTES**

Adoption of the minutes of the meeting held May 27, 2015 – *(attached)*

**4. PRESENTATIONS**

- 4.1 Bob Hodge, Ambassador Bicycles regarding a Bike Theft Initiative
- 4.2 Rebecca and Emmanuel Blaevoet - Windsor Tandem Club
- 4.3 Julie Legg, Downtown Windsor Community Collaborative – Bike Program

**5. BUSINESS ITEMS**

**5.1 Chair's Report**

**5.2 Safety Devices, Public Service Announcements**

**5.3 Cyclist/Pedestrian Collision Areas**

The Subcommittee to provide an update/recommendations.

**6. NEW BUSINESS**

**7. DATE OF NEXT MEETING**

To be determined.

**8. ADJOURNMENT**

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## Cycling Training Fund 2015 and 2016

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Cycling is a popular activity in Ontario, for recreation and to get around. But your training as a cyclist probably ended when your parents took off your training wheels.

Many municipalities and other organizations already offer a variety of programs to help kids and adults learn more about cycling safely. Ontario is committed to helping build and encourage opportunities for cycling training in the province as part of its [first Action Plan](http://www.ontario.ca/english/publications/ontario-cycling-strategy.shtml) [to support #CycleON](http://www.ontario.ca/english/publications/ontario-cycling-strategy.shtml) [, a 20-year vision for cycling in Ontario.](http://www.ontario.ca/english/publications/ontario-cycling-strategy.shtml)

Through our new Cycling Training Fund the Ministry of Transportation is allocating \$380,000 in financial assistance in 2015 and 2016 to help partners develop, enhance and deliver cycling skills training programs in the province. Municipalities, school boards, schools, corporations and non-profit organizations are all eligible to apply.

This new fund will support projects that provide opportunities for cycling education in schools or at the community level, build skills to promote safe and enjoyable cycling, and encourage healthier and more physically active lifestyles.

This time-limited funding is part of Ontario's Promotion, Celebration and Legacy Strategy for the 2015 Pan/Parapan American Games.

Two types of funding are available:

1. Cycling skills training projects or cycling instructor training projects
  - up to \$2,500 for delivery of cycling skills training.
  - up to \$3,000 for delivery of cycling instructor training.
  - Applicants will have two opportunities to apply for funding.
    - For projects delivered in 2015, applications are now being accepted until Sept. 4, 2015.
    - For projects delivered in 2016, applications will be accepted from Oct. 15 to Dec. 15, 2015.
  - Applications will be considered on a first-come, first-served basis.
2. Cycling curriculum and/or public education projects
  - up to \$25,000 for cycling curriculum development or enhancement, and/or public education.
  - Applicants will have one opportunity to apply for projects delivered in 2015 and/or 2016.
  - Applications are now being accepted until Sept. 4, 2015.
  - Applications will be evaluated in a competitive process.

To learn more about the Cycling Training Fund and how to apply, please read the [Application Guide](#)

[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/023-5075E~1/\\$File/5075E.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/023-5075E~1/$File/5075E.pdf). The guide was last updated on July 14, 2015.

### Recommended for you

- [Frequently Asked Questions](http://www.ontario.ca/english/safety/cycling-training-fund-faq.shtml) <http://www.ontario.ca/english/safety/cycling-training-fund-faq.shtml>
- [Bicycle Safety](http://www.ontario.ca/english/safety/bicycle-safety.shtml) <http://www.ontario.ca/english/safety/bicycle-safety.shtml>

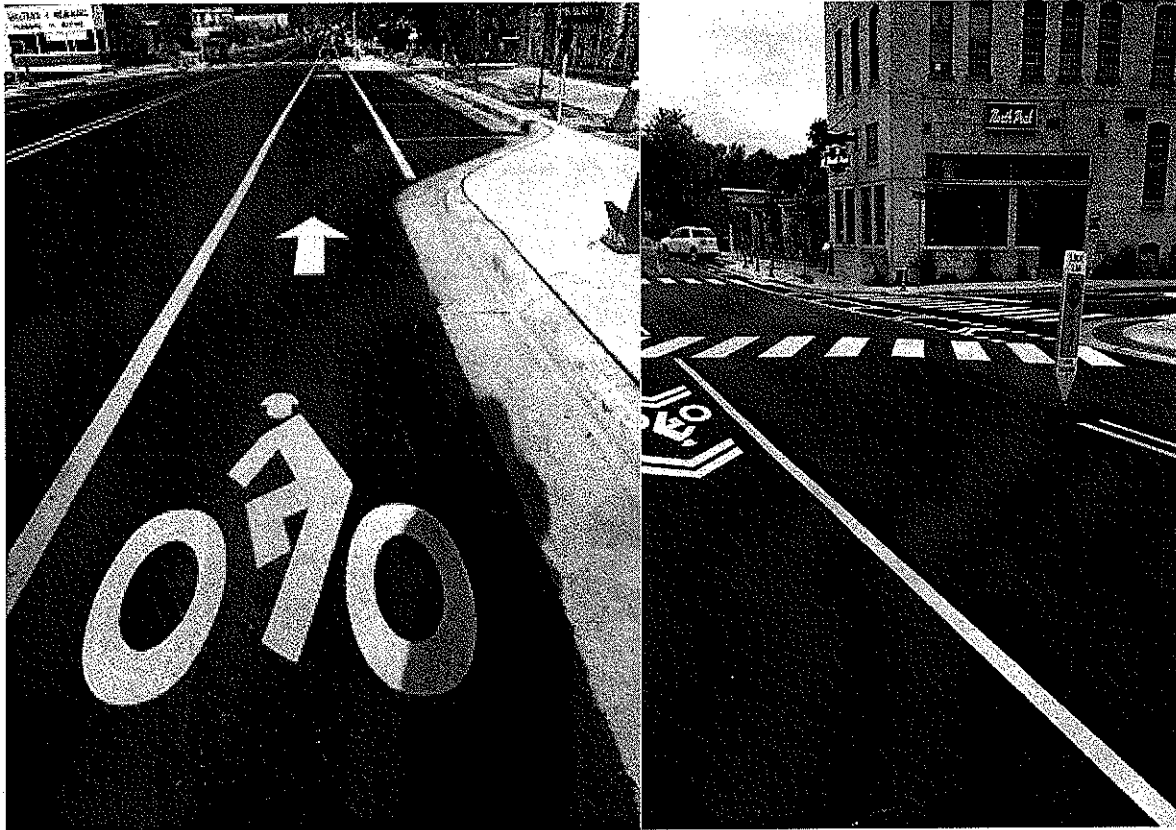
- #CycleON: Ontario's Cycling Strategy and Action Plan 1.0  
<<http://www.ontario.ca/english/publications/ontario-cycling-strategy.shtml>>
- About the Pan Am /Parapan Am Games <<https://www.ontario.ca/travel-and-recreation/about-pan-am-parapan-am-games>>
- Policy Decision Notice - Environmental Registry <<http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTIzMjQ5&statusId=MTg4NTI4&language=en>>



## CYCLING STREET MARKINGS

Traverse City Street Markings – August 23, 2015, Corner of Front Street & Wadsworth

NOTE: Bike/Person symbol and Directional Arrow



Traverse City uses cold plastic pavement markings manufactured by 3M for the high visibility markings and symbols. The performance they expect is three to five years. Unfortunately this can be affected by snow plowing and could see damage that needs replacement in the first year. The lane lines that are marked have been temporarily painted and will be recessed into the pavement with a durable poly-urea paint placed in the recessed groove. They expect this work to be performed in the next couple weeks. They have good performance with many locations lasting more than 5 years with this method.

Timothy J. Lodge, PE City Engineer [tlodge@traversecitymi.gov](mailto:tlodge@traversecitymi.gov) 231.922.4455 Office

Local Comparison.

NOTE: Generic Bicycle/Meaningless Diamond Symbol in Windsor and Directional Arrow in Tecumseh

Windsor

Tecumseh





**Kadour, Karen**

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**From:** Amy Farkas [afarkas@me.com]  
**Sent:** Thursday, September 03, 2015 11:00 PM  
**To:** Christopher Waters  
**Cc:** anthony ciro; cathy copot-nepszy; derek\_huang@yahoo.com; jacquesberge@hotmail.com; Leitzinger, Jennifer; Kadour, Karen; klaus dohring; Bortolin, Rino; rdimaio@archonarchitect.com  
**Subject:** Cycling markings

Hello WBC Colleagues,

Just wanted to share a pic of the Town of Essex's new bike lane markings.



Best,  
Amy

--  
Amy Farkas  
Wayne State University, Detroit MI

## Kadour, Karen

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**From:** Christopher Waters [cwaters@uwindsor.ca]  
**Sent:** Friday, September 04, 2015 10:01 PM  
**To:** anthony ciro; cathy copot-nepszy; derek\_huang@yahoo.com; jacquesberge@hotmail.com; Leitzinger, Jennifer; Kadour, Karen; klaus dohring; Bortolin, Rino; rdimaio@archonarchitect.com  
**Subject:** FW: Bike safety enforcement week

Please see below fyi.  
Chris

---  
Christopher Waters, DCL  
Acting Dean and Professor  
Faculty of Law  
University of Windsor  
Windsor, Ontario  
Canada N9B 3P4  
+ (1) 519-253-3000 ext.2930  
[www.uwindsor.ca/law/cwaters](http://www.uwindsor.ca/law/cwaters)

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**From:** <Rivett>, Brad  
**Date:** Wednesday, September 2, 2015 at 7:40 AM  
**To:** Chris Waters  
**Subject:** RE: Bike safety enforcement week

Hi Chris,

Sorry for the delayed response, I have been off most of this summer.

There were 14 warnings for several different offences involving cyclists. No incidents involving motorists driving in bicycle lanes, however I did not check the stats on bicycle related collisions that week. No charges that week from what I can find.

Please keep in mind that patrol officers are typically call to call during summer months. The traffic enforcement unit was preparing for the 2015 Fireworks that week, which minimizes manpower to conduct concentrated enforcement during that particular week. I suggest that next year, the safety/enforcement week is moved to the end of April or anytime in May. Just a suggestion.

Hope this helps Chris, have a great day.

Brad

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**From:** Christopher Waters [cwaters@uwindsor.ca]  
**Sent:** Wednesday, August 12, 2015 4:26 PM  
**To:** Rivett, Brad  
**Cc:** Christopher Waters  
**Subject:** Bike safety enforcement week

Hi Brad,  
Do we have any stats on the week of 14 June?  
Thanks,  
Chris

July 29, 2015

Dr. Chris Waters  
Chair  
**Windsor Bicycling Committee**  
811 Devonshire Road  
Windsor, ON N8Y 2J8

Dear Dr. Waters:

On July 27<sup>th</sup>, the City of Windsor's Executive Committee of Council received an Administrative Report on the 2016 Budget Process and Timelines which expressed a commitment to continuing Council's direction of holding the line on taxes in 2016.

Administration is asking that your 2016 budget request from the City of Windsor for the next fiscal year be at the same level or less than your approved 2015 amount. Unlike the direction being given to City Departments, we are not asking for a percentage reduction or the impacts that would result on your committee as in past years. However, given Council's commitment to fiscal restraint, and since any increase must be offset by a reduction elsewhere in the city funded departments, ABCs or corporate accounts, Administration is not prepared to recommend funding to agencies, boards, committees and commissions which is over and above your prior year's approved level.

Similar to past years, all external City funded Agencies, Boards and Committees are being asked to submit the following information:

A. Organizational Overview

1. Your committee's mission statement.
2. A brief description of your organization (1 to 2 paragraphs)
3. Organization chart (if applicable)

B. Budget Detail & Request

1. 2015 Approved Budget (by Expenditure & Revenue Accounts)
2. 2015 Actuals (Year-To-Date)
3. 2016 Budget (by Expenditure & Revenue Accounts)
4. 2016 Budget Request from the City of Windsor

C. Budget Highlights

1. 2015 Accomplishments
2. 2016 Initiatives
3. 2016 Cost Drivers
4. 2016 Mitigating Measurers

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City of Windsor support staff within the Finance Department have, once again, been assigned to assist you in this process. Please work with the individuals listed below if you have any questions or concerns regarding your 2016 budget request.

*Sonia Bajaj*  
*Financial Planning Administrator*  
*(City of Windsor Funded Agencies)*  
*(519) 255- 6100 ext. 6511*

*David Soave*  
*Manager, Operating Budget Development and*  
*Financial Administration*  
*(519) 266-6100 ext. 1911*

Please forward your written submissions to Tony Ardovini, Deputy Treasurer – Financial Planning at [tardovini@citywindsor.ca](mailto:tardovini@citywindsor.ca) by **Friday, August 28, 2015**. If your budget requires Board approval, please forward your recommended budget and indicate when you expect to have the budget approved by your Board.

Administration will be reviewing all submissions the week of September 21<sup>st</sup> in preparation for a comprehensive administrative update to Council in late November of this year.

Should you have any questions regarding this request, please contact Tony Ardovini at (519) 255-6100 ext. 6223 or myself at (519) 255-6439.

Process questions can be directed to either of the following individuals:

Sincerely,

Helga Reidel,  
Chief Administrative Officer

/dr

cc: Onorio Colucci, Chief Financial Officer and City Treasurer  
Tony Ardovini, Deputy Treasurer – Financial Planning  
Dave Soave, Manager, Operating Budget Development  
Sonia Bajaj, Financial Planning Administrator  
Steve Vlachodimos, Deputy City Clerk and Senior Manager of Council Services

## Kadour, Karen

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**From:** Christopher Waters [cwaters@uwindsor.ca]  
**Sent:** Friday, August 28, 2015 10:33 AM  
**To:** amy farkas; anthony ciro; brivett@police.windsor.on.ca; cathy copot-nepszy; derek\_huang@yahoo.com; jacquesberge@hotmail.com; Leitzinger, Jennifer; Kadour, Karen; klaus dohring; Bortolin, Rino; rdimaio@archonarchitect.com  
**Subject:** Tandem bike club

Good morning colleagues,

Please see below. I have rear lights, reflective vests and bells. I would suggest that we also purchase some helmets (unless Cathy, Health Unit can provide? I know you sometimes have them on hand) and front lights for the group. So, I am polling you by e-mail to authorize expenditure of up to \$100 for safety devices to be donated to the Tandem club. Please let me know by Monday at noon.

Thanks,  
Chris

Christopher Waters, DCL  
Acting Dean and Professor  
Faculty of Law  
University of Windsor  
Windsor, Ontario  
Canada N9B 3P4  
+ (1) 519-253-3000 ext.2930  
[www.uwindsor.ca/law/cwaters](http://www.uwindsor.ca/law/cwaters)

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**From:** [windsor.tandem@gmail.com](mailto:windsor.tandem@gmail.com) [mailto:windsor.tandem@gmail.com]  
**Sent:** August-26-15 10:51 AM  
**To:** Christopher Waters; Rino Bortolin; Klaus Dohring; Amy Farkas; Ron; [info@abikes.com](mailto:info@abikes.com)  
**Subject:** almost up and running

Windsor Cycling Committee  
Good Morning all,

This is my pleasure to announce that we have now received delivery of 3 donations of tandems bikes for the club. That's great. Maybe one more to come but no planned date for it yet.

And what's even greater about it is that the tandems mostly need a brake cable reconnected and air in the tires to be up and running. We are planning our first orientation session this coming Saturday, followed by a short ride for a small number of people.

However, I am approaching you today to take you to your word, Chris.

The one thing missing, that none of these donations have, to be legal on the road, are lights and bells. The Blind Tandem Club would be very grateful (and that includes myself) if The Windsor Cycling Committee could sponsor that type of legal requirement for our starting day.

I have also heard noises within the blind community that they'd feel reassured with yellow high-visibility jackets. It is understood that some blind people have actually never had the opportunity to cycle yet and Saturday's ride will be a first for some. (Exciting, isn't it?) And by all accounts, I'd like to play it safe with them.

I remember you mentioning it at the meeting a couple of weeks ago. If there was any way to get a few helmets for the club would be really great, Chris. I do not intend to give them to members (regular members will buy their own in due time) but I'm sure we could do with a few cycle helmets for the club.

Also, and that's my final point. At this minute, we've got all the bikes at work. My workshop looks more like a second hand bike shop galore than a printing business at the moment.

I'd really be grateful if the not-for-profit tandem club could get a long term solution from the city of Windsor to rent / borrow / (any solution at this point) , a secure locking facility for a small pool of tandems.

Any help and suggestions from anyone most welcome  
And thank you in advance

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