

Environment, Transportation & Public Safety Standing Committee Meeting

Date: Wednesday, April 24, 2024

Time: 4:30 o'clock p.m.

Location: Council Chambers, 1st Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

MEMBERS:

Ward 2 - Councillor Fabio Costante (Chairperson)

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

ORDER OF BUSINESS

Item #	Item Description
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1.	CALL TO ORDER
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	READING OF LAND ACKNOWLEDGEMENT
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	We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.
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2.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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3.	ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE
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| 3.1. | Adoption of the Environment, Transportation & Public Safety Standing Committee minutes of its meeting held March 27, 2024 (SCM 84/2024) |
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4.	REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS
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5.	COMMUNICATIONS
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6.	PRESENTATIONS AND DELEGATIONS
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7.	COMMITTEE MATTERS
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| 7.1. | Minutes of the Active Transportation Expert Panel of its meeting held March 14, 2024 (SCM 83/2024) |
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| 7.2. | Adoption of the Essex-Windsor Solid Waste Authority (EWSA) Regular Board of its meeting held February 6, 2024 (SCM 101/2024) |
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8. **ADMINISTRATIVE ITEMS**

- 8.1. Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects - City Wide (**S 44/2024**)
- 8.2. Ad Hoc Administrative Alley Committee - City Wide (**S 45/2024**)
- 8.3. Information regarding adding trees along the E.C. Row Expressway on the North and South sides between Walker Road and Howard Avenue - City Wide (**S 47/2024**)
- 8.4. Response to CQ 9-2024 - Deficient Roads and “Like for Like” Policy - City Wide (**S 43/2024**)
- 8.5. Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7 (**SCM 33/2024, S 7/2024 & AI 3/2024**)
Clerk’s Note: Administration providing the *attached* memo as additional information (**AI 6/2024**)

9. **TRANSIT BOARD ITEMS**

10. **ADOPTION OF TRANSIT BOARD MINUTES**

11. **QUESTION PERIOD**

12. **ADJOURNMENT**



Committee Matters: SCM 84/2024

Subject: Adoption of the Environment, Transportation & Public Safety Standing Committee minutes of its meeting held March 27, 2024.

Environment, Transportation & Public Safety Standing Committee Meeting

Date: Wednesday, March 27, 2024

Time: 4:30 o'clock p.m.

Members Present:

Councillors

Ward 2 - Councillor Fabio Costante (Chairperson)

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Mark Winterton, Commissioner, Infrastructure Services & City Engineer

Tyson Cragg, Executive Director, Transit Windsor

James Chacko, Executive Director, Parks & Facilities

Matthew Johnson, Executive Director, Economic Development

Mark Spizzirri, Manager, Performance Measurement & Business Case Development

Karina Richters, Supervisor, Environment Sustainability & Climate Change

Michelle Moxley-Peltier, Coordinator, Energy Plan Administrator

Bill Kralovensky, Coordinator, Parking Services

Anna Ciacelli, Deputy City Clerk

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1. CALL TO ORDER

The Chairperson calls the meeting of the Environment, Transportation & Public Safety Standing Committee to order at 4:30 o'clock p.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE

3.1. Adoption of the Environment, Transportation & Public Safety Standing Committee minutes of its meeting held January 31, 2024.

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Mark McKenzie

THAT the minutes of the Environment, Transportation & Public Safety Standing Committee meeting held January 31, 2024 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 24/2024

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

7. COMMITTEE MATTERS

7.1. Adoption of the Essex-Windsor Solid Waste Authority (EWSA) Regular Board of its meeting held December 5, 2023

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

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Environment, Transportation & Public Safety Standing Committee

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Decision Number: **ETPS 989**

THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSA) Regular Board meeting held December 5, 2023 **BE RECEIVED**.

Carried.

Report Number: SCM 37/2024

8. ADMINISTRATIVE ITEMS

8.1. Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 - City Wide

Councillor Kieran McKenzie requests that Administration provide a high-level overview of what is included in the report.

Karina Richters, Supervisor, Environmental Sustainability and Climate Change appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report entitled “Community and Corporate Greenhouse Gas Emissions (GHG) and Energy Monitoring Report – 2022 - City Wide” and provides a brief overview of the report and indicates that the Greenhouse Gas reports will be provided annually. Ms. Richters adds that based on a Federation of Canadian Municipalities (FCM) study, 50% of all community emissions are under the indirect control of the municipality. Administration is seeing a reduction of GHG emissions on the community side due to the decarbonisation of the electricity system, as well as individual actions such as electric vehicles. On the Corporate side, they are seeing an increase in GHG emissions due to bringing in some corporate assets that are run on natural gas.

Councillor Kieran McKenzie inquires whether Administration believes the Municipality is falling short, and what can be done to make up lost ground towards reaching our emission reduction goals. Ms. Richters indicates that there is a delay between the community energy plan being approved and the implementation of a number of strategies. This year’s budget has allowed the appointment of a full-time permanent position to help accelerate some of the actions. The corporate energy management plan will be an important key to look at individual buildings from an energy and GHG standpoint.

Councillor Kieran McKenzie inquires whether additional resources were made available, would the Municipality be further along in the implementation piece of some of the issues raised. Ms. Richters indicates that having a full-time permanent position will allow for less fluctuation in staffing and allow better focus on these actions.

Councillor Kieran McKenzie inquires about which facilities are the most problematic to the GHG emissions. Ms. Richters indicates that administration is currently undertaking that analysis to identify any trends that they are able to action and what can be done there.

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Councillor Kieran McKenzie inquires whether there is anything that can be done today to expedite the report. Ms. Richters indicates that the Corporate Energy Plan should be brought forward this summer.

Councillor Kieran McKenzie inquires, in terms of staffing, what challenges exist that are preventing us from moving forward with any initiatives related to GHG reduction as it relates to transportation. Mark Winterton, Commissioner, Infrastructure Services & City Engineer appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report entitled “Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 - City Wide” and indicates that a report will be brought forward, likely at the April meeting of this committee related to the restructuring of traffic and transportation planning departments with some recommendations moving forward.

Councillor Kieran McKenzie inquires whether the report will address the possibility of additional positions. Mr. Winterton responds yes.

Councillor Kieran McKenzie inquires whether there is anything in the report specific to transit that would help to identify improvements in GHG emissions. Tyson Cragg, Executive Director, Transit Windsor, appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report entitled “Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 - City Wide” and indicates as highlighted in the administrative report, transit has made investments in fleet purchases, and ridership is also up 13 percent since 2019.

Councillor Kieran McKenzie inquires about challenges related to procurement of electric or hybrid buses. Mr. Cragg indicates that the procurement timelines are elongated as there are lingering supply chain issues and the timeline is approximately 15 months. Mr. Cragg adds that they have placed orders in November 2023, so the order should be fulfilled around August 2024 and they should be up and running by the beginning of 2025.

Councillor Kieran McKenzie inquires about the 18 buses that will be coming in, there are currently 20 that are at the end of their useful life, is there any concern in that regard and how do we manage the turnover and green the fleet. Mr. Cragg responds that 18 was the initial order, we will be engaging in subsequent purchases with a change in vendor and there will be another 11 buses ordered for the 2025 budget.

Councillor Kieran McKenzie inquires whether there is the expectation, with the change in vendor, that the timelines will be accelerated. Mr. Cragg responds that it is more of an industry issue. Procurement of the 18 buses is about 3 months shorter than the previous order. Mr. Cragg adds that it is going in a positive direction, but is difficult to predict the timelines.

Councillor Kieran McKenzie inquires whether the existing infrastructure for bus storage is adequate to service the new fleet of buses that will be incoming. Mr. Cragg responds that there will be a significant amount of funding directed towards improvement of the facilities.

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Councillor Gary Kaschak inquires about how far off is the total electrification of the fleet. Mr. Winterton indicates that they are not close to the entire fleet electrification. That will require a massive upgrade to the garage and the facilities therein. Mr. Winterton adds that the municipalities that are being aggressive in electrification are having some challenges. The hybrid program is a happy medium for the transition towards electrification. Mr. Cragg adds that the technology advancements are happening so rapidly, that waiting for the technology to mature will put the corporation in a good position to invest when the time is right.

Councillor Gary Kaschak requests that Administration elaborate related to the transition to hybrid/electrification of other city vehicles. Mr. Winterton indicates that they have several smaller electric vehicles in the City's fleet. The technology for the heavy-duty vehicles is nowhere near ready to make that transition.

Councillor Gary Kaschak inquires about the level of GHG emissions from prescribed burns. Ms. Richters responds that in terms of air quality, it would have a temporary impact, but the benefit to preserving the prairie outweighs the disadvantages. The prescribed burns are done to mitigate the possibility of wild fires.

Councillor Gary Kaschak inquires about how much impact the winds from the Ohio Valley and Michigan factories have on our air quality. Ms. Richters indicates that they are unable to differentiate air quality depending on the point of origin. Depending on the wind direction, the emissions will be quantified accordingly. In terms of GHGs, they are calculated by fuel sales in our area. They are unable to capture the data if people are fueling up in the States and coming across.

Councillor Gary Kaschak inquires whether the GHG targets will be met at a longer time frame. Ms. Richters responds that the targets are set by the IPCC (International Panel of Climate Change). The most recent report shows that, globally, they are not on the path to reach those targets, although global targets are expected to change.

Councillor Renaldo Agostino inquires whether the City is making any advancements towards encouraging electrification to our staff. Mr. Winterton indicates that the issue of electrification is being driven by the industry and charging and battery life are improving constantly. As it relates to parking spaces, garages and offering charging stations, the City is debating whether or not it will be providing a service or partial service or amenity. Bill Kralovensky, Coordinator Parking Services appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report entitled "Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 - City Wide" and adds that any additional budget that will allow for the addition of charging stations will be taken advantage of. Moving forward, any new parking lots will look to add charging stations.

Councillor Renaldo Agostino inquires whether Chargepoint at Adventure Bay is under contract with the City to provide the spaces. Mr. Kralovensky indicates that the spaces were donated to Chargepoint. There was no remuneration to the City as they were implemented on a trial basis. Lot 5, The Bistro lot will see an additional spot and Lot 34 will see one as well sometime this year. Mr.

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Kralovensky adds that wherever the charging spot is located, the customer will still need to pay for their parking as well as the electricity used to charge.

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 990**

THAT the report of the Community Energy Plan Administrator dated February 19, 2024 entitled "Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 – City Wide" **BE RECEIVED** for information; and,

THAT the report of the Community Energy Plan Administrator dated February 19, 2024 entitled "Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 – City Wide" **BE FORWARDED** to the Environment Climate Change Advisory Committee for their review and comment.

Carried.

Report Number: S 169/2023
Clerk's File: EI/14519

8.2. Windsor's 2023 Report On the State of the Environment

Councillor Kieran McKenzie requests that Administration provide a high-level overview of what is included in the report. Ms. Richters indicates that The State of the Environment report is brought forward every 4 years. There are 5 goals being tracked in this report and promoting community awareness of green initiatives is an important area to focus attention.

Councillor Kieran McKenzie asks Administration as it relates to waste diversion rates, to what extent is the City a contributor to some of the negative outcomes and what initiatives are considered to improve them. Ms. Richters responds that the diversion rates have improved, and recycling in our parks was a pilot project that showed a positive response. Ms. Richters adds that as parks are being revamped, both receptacles are being implemented. Ms. Richters indicates that the addition of the curbside organic waste collection will increase the rates of diversion once implemented.

Councillor Kieran McKenzie inquires as to what extent will short-term prosperity impact the action plans being contemplated. Ms. Richters indicates that with large companies coming to the area, there will be a slight increase in the overall emissions, but holistically, there will be a significant decrease overall per capita. The businesses coming in will also have their own net-zero plans. Matt Johnson, Executive Director, Economic Development appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report entitled "Windsor's 2023 Report on the State of the Environment" and adds that the adoption rates of electric vehicles have reached the 10% level and as the technology improves, those net benefits will continually improve.

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Councillor Kieran McKenzie inquires, knowing that the demands are going to increase, to what extent has the City taken steps to position ourselves not have to make a decision like last year with the gas facility. Ms. Richters indicates that they are tracking the numbers of natural gas within the electricity system and they are currently seeing an increase, both provincially and within our city boundaries. Ms. Richters indicates that for large facilities, the numbers are reported to the Canadian government. Provincial assets are able to be identified and deducted from the municipality's overall contribution to GHGs.

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 991**

1. THAT the report from the Environment Sustainability Coordinator dated March 7, 2024 entitled "Windsor's 2023 Report On the State of the Environment" **BE RECEIVED** for information; and,
2. THAT City Council **SUPPORT** efforts to monitor and track environmental metrics and continue advancing environmental initiatives; and,
3. THAT City Council **APPROVE** the updated version of the City of Windsor's Report on the State of our Environment attached as Appendix A; and,
4. THAT the report of the Environment Sustainability Coordinator dated March 7, 2024 entitled "Windsor's 2023 Report On the State of the Environment" **BE FORWARDED** to the Environment & Climate Change Advisory Committee for their review and comment.

Carried.

Report Number: S 33/2024
Clerk's File: SW/8523

8.3. Response to CQ 36-2023 – Repurposing Lot 16 - City Wide

Councillor Renaldo Agostino requests clarification related to Option 1 with regards to the gate and whether administration has the ability to change the price over time. Mr. Kralovensky responds that upcoming reports will layout the ability to change pricing if the City moves to cashless using an app payment only. Mr. Karlovensky adds that pricing can be easily changed at any time, for special events, time of day, etc.

Councillor Gary Kaschak requests that Administration confirm the total number of spaces in Lot 16. Mr. Kralovensky indicates that there are 84 spaces in Lot 16.

Councillor Gary Kaschak inquires about the Police response to after-hours enforcement at that lot. Mr. Kralovensky indicates that Parking Enforcement monitors the lot, and occasionally Windsor Police are called in when required. Mr. Kralovensky adds that any enforcement in Lot 16, ultimately

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offsets the trouble to the east and to the west lots that are not being monitored at that particular time.

Councillor Gary Kaschak inquires whether there may be any potential plans for the City or Parks to absorb Lot 16 for further riverfront development. James Chacko, Executive Director, Parks and Facilities appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report entitled “Response to CQ 36-2023 – Repurposing Lot 16 – City Wide” and indicates that the Lot has been identified as a key component for parking needs for the riverfront park land, and elimination of this lot would result in the need to identify parking availability at another location to facilitate the needs of the residents and visitors.

Councillor Renaldo Agostino inquires whether there is any improvement planned to the condition of the surface of the lot. Mr. Kralovensky indicates that if the lot is to be maintained as a parking lot, plans to re-engineer it will be able to move forward along with measures for eliminating negative behaviour currently being carried out in that lot.

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 992**

THAT the report of the Coordinator, Parking Services dated March 11, 2024 entitled “CQ 36-2023 – Repurposing Lot 16” **BE RECEIVED** for information; and,

THAT Option 1, being the:

Installation of a barrier gate (with integrated pay station) to control access to the parking lot 16, possibly including restrictions such as no entry after 10:00 p.m. **BE APPROVED**; and,

THAT the initial cost of the barrier gate \$51,950 (plus HST), with associated infrastructure upgrade costs estimated to be approximately \$10,000 **BE FUNDED** from the On-Off Street Parking Reserve fund 138; and,

THAT administration **BE DIRECTED** to investigate different techniques and changes that can potentially assist the surrounding residents with issues related to this parking lot including but not limited to noise detection cameras, speed humps, and an increase to parking fees; and that the information **BE BROUGHT FORWARD** to Council for their consideration.

Carried.

Report Number: S 35/2024
Clerk’s File: ST2024 & ACOQ2024

9. TRANSIT BOARD ITEMS

None presented.

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Environment, Transportation & Public Safety Standing Committee
Wednesday, March 27, 2024

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10. ADOPTION OF TRANSIT BOARD MINUTES

None presented.

11. QUESTION PERIOD

None registered.

12. ADJOURNMENT

There being no further business, the Environment, Transportation & Public Safety Standing Committee is adjourned at 5:25 o'clock p.m. The next meeting of the Environment, Transportation & Public Safety Standing Committee will be held April 24, 2024.
Carried.

Ward 2 – Councillor Costante
(Chairperson)

Deputy City Clerk / Supervisor of Council
Services



Committee Matters: SCM 83/2024

**Subject: Minutes of the Active Transportation Expert Panel of its meeting held
March 14, 2024**

ACTIVE TRANSPORTATION EXPERT PANEL
Meeting held Thursday, March 14, 2024

A meeting of the Active Transportation Expert Panel is held this day commencing at 10:00 o'clock a.m. in Room 140, 350 City Hall Square West, there being present the following members:

Dr. Paul Henshaw
Teena Ireland
Jocelyn Nikita (arrives at 10:55 a.m.)
James Sommerdyk

Regrets received from:

Cole Gorham
Kevin Morse

Also present are the following resource personnel:

Shawna Boakes, Executive Director, Operations
Kathy Quenneville, Active Transportation Coordinator
Ian Day, Manager, Traffic Operations
Karen Kadour, Committee Coordinator

1. Call to Order

Kathy Quenneville, Chair calls the meeting to order at 10:00 o'clock a.m. and the Expert Panel considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Training for Newly Appointed Committee Members

3.1 Health and Safety and Respectful Workplace Training

Keith Marinsack, Occupational Health and Safety Advisory provides a Presentation entitled "Occupational Health & Safety Orientation".

3.2 Orientation and Governance Training

Anna Ciacelli, Deputy City Clerk provides an overview of the governance structure for the new members of the Expert Panel. The document entitled “Welcome – New Members of Advisory Committees, Working Groups and Expert Panels” is provided to the Members of the Expert Panel.

4. Business Items – Includes – Introductions, Panel Expectations, Active Transportation Master Plan Overview and Project Overview (Items 4.1 to 4.4)

Introductions – Shawna Boakes, Executive Director, Operations

Shawna Boakes, Executive Director, Operations welcomes the members of the Active Transportation Expert Panel and provides the following remarks:

- Anticipates that collaborative discussion will occur with the Expert Panel.
- The City’s goal is to implement as many projects as quickly as possible, keeping in mind safety requirements, hence the formation of the Expert Panel.
- Encourages members to provide project specific ideas rather than personal or ward specific things.
- The Expert Panel has replaced the Windsor Bicycling Committee and it is their intent to focus on the higher concept of active transportation; i.e. pedestrian crossovers, pedestrian facilities, scooter program, e-bikes and not solely on bicycling facilities.
- The Vision Zero Policy was approved by City Council on January 15, 2024. Much of the Vision Zero Policy ties in closely to the Active Transportation Plan and Policy.

Ian Day, Acting Senior Manager of Traffic and Parking advises their specialty is the lines, the markings, the signs and the signals. They are bound by the Ontario Traffic Manuals (OTM) and he invites the Members of the Expert Panel to contact him with any questions relating to the OTM’s. He adds that the more knowledge the Expert Panel has, the better the input will be.

Kathy Quenneville, Active Transportation Coordinator indicates that she is responsible for the implementation of the Active Transportation Master Plan (ATMP) and tracks the metrics.

The members of the Active Transportation Panel introduce themselves and provide some background information.

In response to a question by Dr. Paul Henshaw regarding Vision Zero, Shawna Boakes states that the impetus behind Vision Zero is that the goal for the City of Windsor is zero fatalities and serious injury collisions. Operations is looking at speeds on the

roads, neighbourhood plans, ways to address drunk driving, distracted driving and anything to eliminate those specific types of accidents on our roads. They have a plan with approximately 40 action items which have been narrowed down to things to be done first in order to be able to do the rest. Traffic will be looking at installing reflective tape around the backboards (which came out of Vision Zero) and countdown pedestrian timers (at a cost of \$5 M).

Kathy Quenneville provides the highlights of the Presentation entitled “Active Transportation Master Plan Overview”, **attached** as Appendix A” as follows:

- The **Goals and Targets** of the Active Transportation Master Plan (ATMP) are to:
- Develop a complete Active Transportation network that connects all neighbourhoods.
- Improve the safety and accessibility of vulnerable road users.
- Support effective land-use planning to build an environment that makes walking, cycling, and transit convenient and enjoyable.
- Ensure that the active transportation network is equitable and accessible for all residents.
- Foster a culture for active transportation.
- In terms of targets, to double the proportion of trips made by walking, cycling and transit by 2031, with a longer-term target of 25% of all trips in Windsor made using sustainable transportation by 2041.
- The **Strategies and Actions** of the ATMP includes 102 implementation actions to **Connect Communities**, provide **Places for People, Innovation and Integration**, **Culture Shift** and **Quality of Life**.
- This year will be producing the 5 Year Report on the progress of the implementation using the metrics to determine the outcomes.
- Active Transportation Facilities include Cycle Tracks, Multi-Use Pathways/Trails, Local Street Bikeway, where cyclists share the road with vehicles on a traffic calmed, low volume local road, and on-road bike lanes
- OTM Book 18 – Cycling facilities
- OTM Book 15 – Pedestrian crossing treatments
- Review of the Active Transportation Projects – Bikeways Projects 2020 to 2023
- Review of the Active Transportation Projects – Current Bikeways Projects
- Review of the Active Transportation Projects – Pedestrian Crossovers (PXOs) and PXO types – Some PXO’s to be installed in 2024.
- The Bikeways Development Budget is discussed.

Shawna Boakes advises that when they undertake a new project, there are bike lanes, however, they are not painted immediately. When the base layer of asphalt is put down, there is a lip between the gutter pan and the asphalt which could present a hazard. To address this, Operations has been waiting until the top coat of asphalt goes on before they paint the bike symbols in the bike lane.

Shawn Boakes states that a PXO is not a biking facility but a pedestrian facility. Bikes are technically supposed to get off and walk across the normal crosswalk. There

is no safe way to convert it to a biking facility without putting full signals up. Research is being done to see what municipalities are doing to come up with a solution for a PXO style crossing that could be also utilized for bikes safely and effectively. Ian Day responds that the OTM's are behind and that technology moves faster than the legislation. There is a complete separate OTM guide for signals. Once they get through the OTM's there will be an issue with accessibility. Shawna Boakes adds that there are three projects upcoming that will have bike signalized crossings at traffic signals.

In response to a question asked by Dr. Paul Henshaw regarding the bike signals, Shawna Boakes responds that the intent of the bike signals where if there is a specific multi-use trail or cycle track that comes up to it, that they utilize video detection. They intend to have the video detection trigger at the side street. Pedestrians will still have a push button due to AODA requirements.

Kathy Quenneville advises that the former Windsor Bicycling Committee had an annual operating budget of \$4,300 which has been carried forward to the Active Transportation Expert Panel for 2024. She refers to the Bike to Work Event, Bike Parking provided for the Fireworks as possible activities and requests that the Expert Panel consider ways to utilize the funding.

Dr. Paul Henshaw refers to the Mandate of the Expert Panel and questions why the mandate does not state to encourage active transportation in the city. Shawna Boakes alludes to the first bullet point in the Mandate which states *"The shift to an Expert Panel will foster a conducive environment for informal idea exchange, facilitate in-depth discussions and will provide an opportunity for collaborative engagement and enable the Expert Panel to collectively develop and refine ideas"*. She adds *'to move forward the ATMP' is missing in the Mandate*. She states that the Mandate of the Expert Panel is to help guide where the city implements active transportation related projects.

Teena Ireland requests that the safety component also be considered by the Expert Panel moving forward.

5. Date of Next Meeting

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

6. Adjournment

There being no further business, the meeting is adjourned at 12:17 o'clock p.m.



Active Transportation Master Plan Overview

Active Transportation Expert Panel Meeting
March 14, 2024



ATMP Overview – Goals & Targets

Goals

- 1) Develop a complete Active Transportation network that connects all neighbourhoods
- 2) Improve the safety and accessibility of vulnerable road users
- 3) Support effective land-use planning to build an environment that makes walking, cycling, and transit convenient and enjoyable
- 4) Ensure that the active transportation network is equitable and accessible for all residents
- 5) Foster a culture for active transportation

Targets

Double the proportion of trips made by walking, cycling, and transit by 2031, with a longer-term target of 25% of all trips in Windsor made using sustainable transportation by 2041.



ATMP Overview – Strategies & Actions



Connecting Communities



Places for People



Innovation and Integration



Culture Shift



Quality of Life

1A: Enhance the Sidewalk Network

2A: Develop Complete Streets

3A: Investigate Bike Share and New Technologies

4A: Support Businesses and Economic Development

5A: Improve Public Health and Mental Well-Being

1B: Complete the Bicycle Network

2B: Consider Pilot Projects

3B: Provide Bicycle Parking and End-of-Trip Facilities

4B: Active School Travel and Age Friendly Planning

5B: Improve Road Safety

1C: Integrate the Off-Street Pathway and Trail Network

2C: Improve the Pedestrian, Cycling and Transit User Experience

3C: Enhance Year-Round Maintenance

4C: Bicycle Tourism

5C: Universal Accessibility

1D: Improve Integration Between Walking and Cycling with Transit

2D: Land Use and Site Design

3D: Develop Regional Connections

4D: Wayfinding and Promotion

5D: Equity

1E: Address Major Barriers

2E: Improve Personal Safety

3E: Sustainable Parking and Transportation Demand Management Strategies.

4E: Education and Awareness

5E: Celebrate, Market, and Promote

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Actions

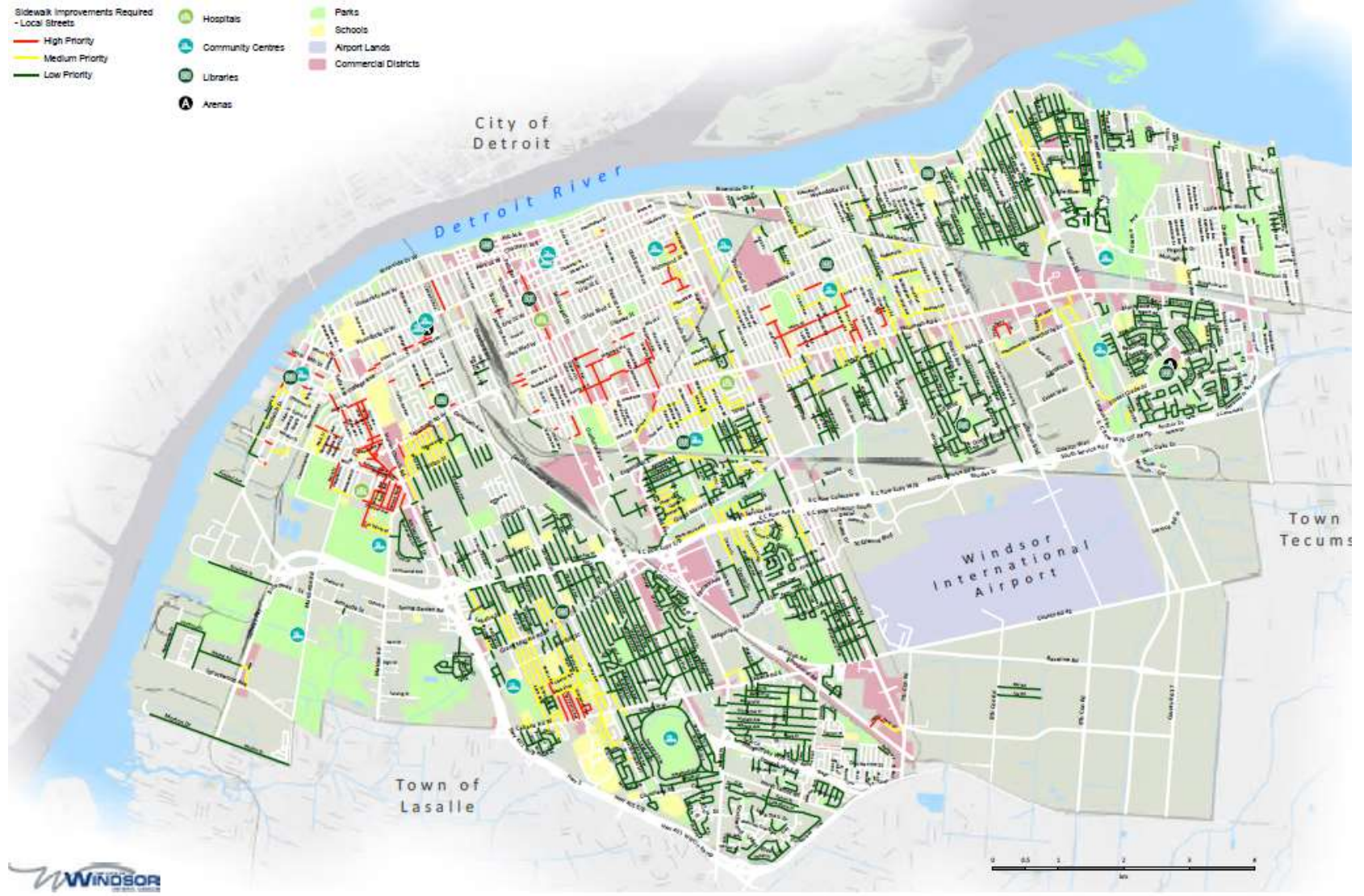


FIGURE 32 - PEDESTRIAN NETWORK PRIORITIZATION RESULTS (LOCAL STREETS)



FIGURE 33 - CYCLING NETWORK PRIORITIZATION RESULTS

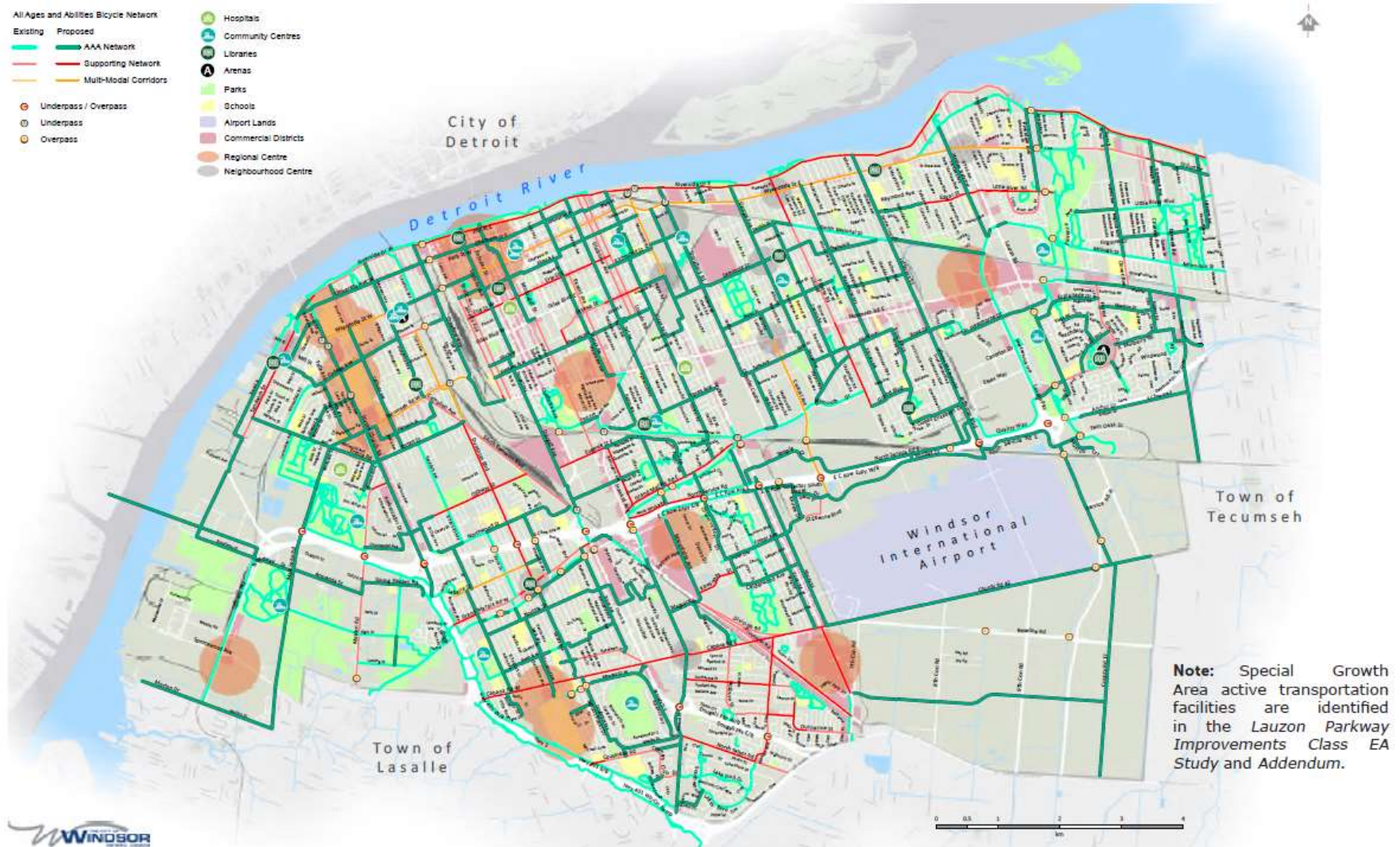


FIGURE 27 - PROPOSED LONG-TERM ALL AGES AND ABILITIES (AAA) BICYCLE NETWORK

ACTIVE TRANSPORTATION FACILITIES

AAA Facilities

- Cycle Tracks
- Multi-Use Pathways/Trails
- Local Street Bikeways - Cyclists share the road with vehicles on a traffic calmed low volume



Cycle tracks



Local street bikeway



Multi-use pathway



Bike lane



Buffered bike lane

least separation		more separation										most separation													
ON-ROAD CYCLING FACILITIES																									
Signed Bike Route/ Shared Roadway		Signed Bike Route/ Shared Roadway with Wide Travelled Lane				Signed Bike Route with Paved Shoulder		Bicycle Lane		Separated Bicycle Lane		Raised Cycle Track		OFF-ROAD CYCLING FACILITIES											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17									
Signed Bike Route	Narrow Travel Lane: SLM	Wide Travelled Lane: Signed	Wide Travelled Lane: SLM	Paved Shoulder	Buffered Paved Shoulder	Conventional Bicycle Lane	Buffered Bicycle Lane	Buffered Bicycle Lane with Flex Delineators	Buffered Bicycle Lane with parking	Cycle Track: raised and curb separated	Two Way Cycle Track	One Way AT Path with sidewalk	Two Way AT Path with sidewalk	Shared Use AT Path	Two Way In-Boulevard AT Path	Off-Road Multi-Use Trail									
Minimum Design Specifications		Travel lane width (TAC Standards) • Minor arterial: 1.3 m • Collector (industrial/commercial): 3.7 m		Travel lane width (TAC Standards) Where travel lane less than 4.0 m and the posted speed limit is 50 km/h or less, the travel lane should be placed in the centre of the travel lane to allow single file bicycle and vehicle operations.		Markings should be placed 1.0 m from face of curb or shoulder edge on streets without on-street parking.		Minimum width: 1.5 m For partially paved shoulders, the gravel portion should not be less than 0.5 m wide. If the gravel portion is less than 0.5 m wide then the entire shoulder should be paved.		Recommended width: 1.5 m 1.5 m minimum width 0.5 m minimum buffer zone width		1.5 m minimum width 0.5 m minimum buffer zone width		1.5 m minimum width 0.8 m minimum buffer zone width		3.0 m minimum width to allow for parking Unpaved centre line to separate traffic.		3.0 m minimum width to allow for parking Should be separated from the roadway with a 1.5 m buffer or a physical barrier.		3.0 m is the minimum desired standard in most situations. Should be separated from the roadway with a 1.5 m buffer or a physical barrier.					
Preferred Design Specifications		Should not be placed on roadways with a speed limit over 25 km/h for single file applications. "Shared Use Lane Single File" sign may be used in conjunction with Bike Route sign when the travel lane is less than 4.0 m.		Travel lane width: • Minor arterial: 3.7 m • Collector (industrial/commercial): 3.7 m • Collector (residential): 3.7 m		Should not be placed on roadways with a speed limit over 40 km/h the side-by-side applications. "Share the Road" signs should be provided.		The preferred minimum width is 1.5 m wide. Increase width based on speed and vehicle composition: See option 6 if posted speed > 80 km/h or 5000 AADT		Increase width based on speed and vehicle composition: See option 6 if posted speed > 80 km/h or 5000 AADT		Guidelines for buffer width water: • 0.91 m (London and Toronto) • 0.75 m (CROW Guide) • 1.83 m (Portland, OR)		Guidelines for buffer width water: • 0.91 m (London and Toronto) • 0.75 m (CROW Guide) • 1.83 m (Portland, OR)		Guidelines for buffer width water: • 0.91 m (London and Toronto) • 0.75 m (CROW Guide) • 1.83 m (Portland, OR)		2.0 m width Innovative bicycle-friendly design needed at intersections to reduce conflicts between turning motorists and cyclists. Pavement markings should indicate direction.		4.0 m or greater recommended for heavy use situations with high concentrations of multiple users.		4.0 m or greater recommended for heavy use situations with high concentrations of multiple users.			
Typical Criteria		These markings are often used on streets where dedicated bicycle lanes are desirable but are not possible due to physical or other constraints. "Share the Road" signs are recommended.		4.0-4.3 m wide lanes. Lanes should be sufficiently wide to allow motor vehicles to pass cyclists without encroaching on an adjacent travel lane.		Shoulder bikeways are appropriate for streets with a large shoulder and where there is no curb and gutter. Facilities are typically used by experienced commuters rather than inexperienced riders.		Shoulder bikeways are appropriate for streets with a large shoulder and where there is no curb and gutter. Inclusion of the buffer makes lanes more available for less experienced and novices.		Most appropriate on urban arterial and collector streets where higher traffic volumes and speeds warrant user separation. Appropriate where bike lanes are located on streets with high speeds (>50 km/h).		Designed to increase the space between the bicycle lanes and the travel lane or curb and gutter. Appropriate where bike lanes are located on streets with high speeds (>50 km/h).		Use along roadways with high motor vehicle volumes and/or speeds (>50 km/h). Best on streets with parking lanes with a high occupancy rate.		Use along roadways with high motor vehicle volumes and/or speeds (>50 km/h). Where cyclists may enter from an adjacent street or at a driveway, the curb should be rolled with a small 45-degree ramp.		Desirable when there are more destinations on one side of a street or the cycle track will connect to a shared use path or bicycle facility on one side of the street. Where cyclists may enter from an adjacent street or at a driveway, the curb should be rolled with a small 45-degree ramp.		Use along roadways with high motor vehicle volumes and/or speeds (>50 km/h). Where cyclists may enter from an adjacent street or at a driveway, the curb should be rolled with a small 45-degree ramp.		Recommended for areas with high volumes of pedestrian and bicycle traffic to reduce conflict. Suggested when on road improvements are not feasible along roadways, and where ample ROW is available.		Ideal for families and recreational users. Suggested when on road improvements are not feasible along roadways, and where ample ROW is available.	
References		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for Canadian Roads Chapter 3: Bicycle Section 3.4.1.1. Widths are discussed in section 3.4.2. ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for Canadian Roads Chapter 3: Bicycle Section 3.4.1.1. Widths are discussed in section 3.4.2. NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for the Design and Application of Bikeway Pavement Markings NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for the Design and Application of Bikeway Pavement Markings NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for the Design and Application of Bikeway Pavement Markings NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for the Design and Application of Bikeway Pavement Markings NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for the Design and Application of Bikeway Pavement Markings NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for the Design and Application of Bikeway Pavement Markings NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for the Design and Application of Bikeway Pavement Markings NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for the Design and Application of Bikeway Pavement Markings NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities		DTM Book 18: Cycling Facilities TAC Geometric Design Guide for the Design and Application of Bikeway Pavement Markings NACTO Urban Bikeway Design Guide ASHFO Guide for the Development of Bicycle Facilities			
Continued Caption		Alert motorists to the presence of bicycles. Encourage bicyclists to ride an appropriate distance away from the "lane" area on streets with parking.		"Share the Road" signs can be added to increase driver awareness. Markings can be as little as 0.75 m from the curb on streets without on-street parking.		If available width is less than 50% of the desirable bicycle lane width ASHFO allows using the shoulder in lieu of bike lanes.		In constrained corridor, see Option 5. 1.2 m acceptable where road width is limited, not suitable for roads with high AADT and commercial vehicles.		1.2 m bike lane is acceptable in corridors where there is no gutter. 1.2 m bike lane is acceptable in corridors where there is no gutter.		1.2 m bike lane is acceptable in corridors where there is no gutter. 1.3 m bike lane is acceptable in corridors where there is no gutter.		Change in level, clearly demarcates space for different users and reduces conflicts between bicyclists and pedestrians. Parking should be banned on the side of the street with the cycle track to ensure adequate site distances for motorists crossing the path.		Change in level and planted buffer clearly demarcates space for different users and reduces conflicts between bicyclists and vehicles. 3.0 m is the minimum allowed for a two way shared use facility and is only recommended for low traffic situations.		3.0 m is the minimum allowed for a two way shared use facility and is only recommended for low traffic situations. 3.0 m is the minimum allowed for a two-way shared use facility and is only recommended for low traffic situations.		3.0 m is the minimum allowed for a two-way shared use facility and is only recommended for low traffic situations. Typically incorporated into parkland and valley lands. Cyclists may choose to remain on the path.					

Active Transportation Projects



A.T. REFERENCE

- OTM Book 18 – *Cycling Facilities*
- OTM Book 15 – *Pedestrian Crossing Treatments*
- Transportation Association of Canada (TAC) *Geometric Design Guide For Canadian Roads: Chapter 5 – Bicycle Integrated Design*
- National Association of City Transportation Officials (NACTO)
- Ontario Traffic Council
- Other Municipalities' - *Best Practices*



ACTIVE TRANSPORTATION PROJECTS – Bikeways Projects 2020 to 2023

Year	Facility Type	Street/Park	From	To	Length (km)
2020	Multi-Use Trail	Dougall	Tunnel		0.380
	Multi-Use Trail	Ojibway Pkwy - Realignment	Weaver Rd		0.000
	Multi-Use Trail	Tranby Rd	Parkview	Isabelle	0.300
	Multi-Use Trail	Rhodes/Deziel Drive Ph 1	Kautex	Pillette Rd	2.100
	Multi-Use Trail	Banwell Rd Phase 1	Tecumseh	Palmetto	0.365
	Bike Lanes	Riverside Dr E	Solidarity Towers	Lauzon Rd	1.200
	Sharrows	College	Wellington	Crawford	0.250
	Bike Lanes	Pulford /California	Norfolk	Northway	0.448
	Bike Lanes	Memorial	Vimy	Marentette	0.250
	Park Trails	Bridgeview Park	N/A	N/A	0.420
	Park Trails	Langlois Park	N/A	N/A	0.660
	Park Trails	Tranby Park	N/A	N/A	1.150
	Park Trails	Alexander Park	Playground	Viewing Area	0.054
	TOTAL				
2021	Multi-Use Trail	Little River			0.740
	Multi-Use Trail	Rhodes Drive Phase 2	Pillette Rd	Jefferson Blvd	2.100
	Multi-Use Trail	Florence Street			0.520
	Multi-Use Trail	Matchette Road Phase 1	EC Row Expressway	Chappell Ave	1.000
	Multi-Use Trail	EC Row Avenue East	Bliss Rd	Turner Rd	0.404
	Multi-Use Trail	Addition to EC Row Ave Trail	Walker Rd	Riberdy Rd	
	Multi-Use Trail	Walker Road	EC Row Collector North	EC Row Collector South	
	Bike Lanes	Cabana Road Phase 3 (buffered)	Dominion (Mount Royal)	Dougall Ave	1.300
	Park Trail	Central Park (new)			1.603
	Park Trail	Southdale Park (additional trail)			0.350
	Park Trail	Riverside Baseball Park (additional trail)			0.700
	Park Trail	George Avenue Park (new)			0.716
	Park Trail	Alton C.Parker-Park (new)			0.290
TOTAL					9.723

Year	Facility Type	Street/Park	From	To	Length (km)
2022	Multi-Use Trail	Hawthorne Dr	Lauzon Pkwy	Lauzon Rd	0.530
	Bike Lanes	North Talbot Rd	E of Howard Ave	E of Southwood Lakes	0.280
	Bike Lanes	Ducharme St	Cancun St	Helsinki Court	0.200
	Cycle Tracks	Hawthorne Dr	Roseville Park	Lauzon Pkwy	0.660
	Park Trail	Wilson Park	Addie Knox parking lot to spash pad and playground		0.150
	Park Trail	Willistead Park	Niagara St to exsiting multi-use trails		0.040
	Park Trail	Stodgell	new multi-use trail		0.677
	Park Trail	Roseville Gardens Park	new multi-use trail sections added		0.160
	Park Trail	Little River Boulevard Park	to Morningstar Ave and to Katella Ave		0.055
	TOTAL				
2023	Multi-Use Trail	Matchett	EC Row Expressway	Broadway	0.700
	Multi-Use Trail	Banwell Rd Phase 2	Palmetto	Mulberry	0.460
	Bike Lanes	Dougall	Ouellette	Eugenie	0.690
	Bike Lanes	Cabana Road Phase 4 (buffered)	Mt. Carmel	Hwy. 3	2.800
	Bike Lanes	Sixth Concession	Provincial	Cabana	0.540
	Bike Lanes	Dominion	Northwood	Ojibway	1.100
Bike Lanes	Dominion	Northwood	Ojibway	1.100	
TOTAL					7.390

ACTIVE TRANSPORTATION PROJECTS – Current Bikeways Projects

<i>Project Name</i>	<i>Limits</i>	<i>ATMP Priority</i>	<i>Bike Facility Type</i>	<i>Project Status</i>	<i>Completion</i>
Engineering					
Kamloops	Marentette to Calderwood	low	Bike Lanes	Ongoing	2024
Provincial Road - Phase 3 Construction	Cabana Rd. to Legacy Pk Blvd)	low	MUT	Ongoing	2024
Banwell Road Improvements - Phase 2	Palmetto to Mulberry	med	MUT	Complete	2023
Dominion Blvd.	N. of Northwood to Ojibway	low	Bike Lanes	Ongoing	2024
Cabana Corridor Improvements - Phase 4	Mt. Carmel to Hwy.#3	med-high	Bike Lanes	Ongoing	2023
Dougall Ave Rehabilitation (Ouellette Pl. to Eugenie St. E.)	Ouellette Pl. to Eugenie St. E.	low	Bike Lanes	Ongoing	2024
Gordie Howe Int'l Bridge Sandwich St. Improvements	(Sandwich St. from the GHIB Perimeter Access Ring Rd. to Ojibway, Sandwich St. from Ojibway to Rosedale Roundabout)	med-high	Bike Lanes & MUT	Ongoing	2024
Cabana Corridor Improvements - Phase 5	Provincia Rd. to Walker Rd.	med-high	Bike Lanes	Prelim Design	2025
University Ave. EA - Phase I	McEwan to Salter	high	Cycle Tracks	Design	2024
Lauzon Parkway	Hawthorne to Cantelon		MUTs	Ongoing	2025
Howard-South Cameron Intersection		med	MUT	Design	2025
Lauzon Parkway & Cty Rd 42 Roadway Improvement	9th Conc. to Lauzon Pkwy	low	MUT	Design	2026
Riverside Vista - Phase 2A	Ford Blvd. to St. Rose Ave	low	Bike Lanes	Ongoing	2027



A.T. PROJECTS – Bikeways Continued

<i>Project Name</i>	<i>Limits</i>	<i>ATMP Priority</i>	<i>Bike Facility Type</i>	<i>Project Status</i>	<i>Completion</i>
Transportation Planning					
Matchette Ph2	E.C. Row to Broadway	high	MUT	Complete	Jun-23
Victoria Ave (University Ave. to Shepherd)	University Ave. to Shepherd	high	Bike Lanes and Local Street Bikeway (Speed Humps)	Ongoing	2024
Kildare Phase 1	Ottawa to Shepherd & Seneca to Tecumseh	high-med	Local Street Bikeway (Speed Humps)	Complete	2023
Kildare Phase 2	Shepherd to Seneca	med	Protected Bike Lanes	Ongoing	2024
Strabane - Repainting of Bike Lanes	Riverside Dr. to Wyandotte E.	low	Painted buffered bike lanes	Ongoing	2024
Wyandotte East Corridor Study (Road Diet) - Prelim Design	Devonshire to Watson	med-low	Protected Bike Lanes	Complete	2023
Walker/Munsee/Seneca Trail	Walker to Kildare	med-low	MUT	Stand by	TBD
Shepherd Street Bikeway	Janette to Kildare	high	Local Street Bikeway	Stand by	TBD
Operations					
Lauzon Parkway	Cantelon to E.C. Row Overpass		MUTs	Complete	Jul-23
Other					
Broadway MUT - GHIB Improvements	Matchett to Ojibway Parkway		MUT	Design	TBD - 2024



BIKEWAYS DEVELOPMENT BUDGET

The 2023 approved 10-year capital plan for the Citywide Bikeway Development includes the following budget allocations to support the implementation of the ATMP:

2024	2025	2026	2027 to 2030	2031	2032	2033
\$ 400,000	\$ 400,000	\$ 400,000	\$ 100,000/yr	\$ 600,000	\$ 281,000	\$ 670,000

- Development of the cycling network
- AT promotion, awareness & education
- End of trip facilities

Cost of Recent Projects

Year	Project	Facility Type	From/To	Length (m)	Cost	\$/m
2022	Hawthorne	Cycle Tracks MUT	Lauzon Rd. to W of Kew Dr.	1680	\$ 570,000	\$ 819.29
2021	EC Row Ave	MUT	EC Row Ave. E – Bliss to Turner & Walker to Riberdy Walker – EC Row Collector N to EC Row Collector S	404	\$ 270,000	\$ 668.32



ACTIVE TRANSPORTATION PROJECTS – Pedestrian Crossovers (PXOs)

Year	Location
2018	Wyandotte @ Chilver
2018	Prince @ Barrymore
2019	Ouellette @ Tuscarora
2020	College @ St. Denis Centre
2020	Cedarview @ Dieppe
2020	Drouillard @ Richmond
2020	Labelle @ Northway
2021	Matchette @ John McGivney School
2021	Tranby @ Fairview
2021	Rhodes @ Pillette
2021	Lauzon @ Clairview
2022	Banwell Roundabout - 4
2022	Forest Glade @ Rosebriar
2022	North Talbot @ Southwood Lakes
2022	McDougall @ Foch
2022	Rosebriar @ Forest Glade Dr.
2022	McNorton @ Radcliff
2023	Richmond @ Chilver

Coming in 2024:

- Wyandotte & Marentette
- Matchett & Titcombe
- Sunrise Sr. Housing – Riverside Dr.
- Jefferson & Coronation

PXO Cost:

Ranges from \$30k to \$200k

- Depends on the complexity of the project & needs

- Type
- Curbs
- Bumpouts
- Tactile plates
- Street lighting changes

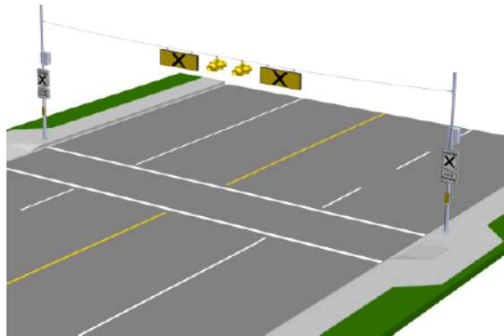
e.g. PXO at Richmond & Chilver: approx. \$55k

PXO 10-year Capital Plan:

2024	2025	2026	2027	2028	2029 to 2031	2032	2033
\$ 0	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 0/yr	\$ 103,000	\$ 320,000

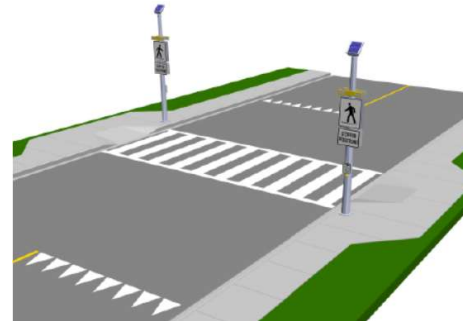


ACTIVE TRANSPORTATION PROJECTS – PXO Types



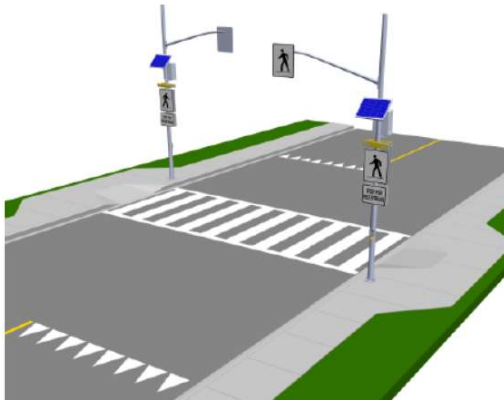
Level 1: Type A

- Regulatory signs
- Flashing LED beacons
- Overhead illuminated signs
- X pavement markings
- Mid-block & uncontrolled intersections



Level 2: Type C

- Regulatory signs
- Rectangular rapid flashing LED beacons
- Overhead illuminated signs
- Pavement markings
- Mid-block, uncontrolled intersections & roundabouts



Level 2: Type B

- Regulatory signs
- Rectangular rapid flashing LED beacons
- Overhead illuminated signs
- X pavement markings
- Mid-block, uncontrolled intersections & roundabouts



Level 2: Type D

- Regulatory signs
- Pavement markings
- Mid-block, uncontrolled intersections & roundabouts



FOR FUTURE CONSIDERATION

1. WBC balance carry forward: \$4,300

Consideration for spending

- Bike to Work Day
- Fireworks Bike Parking
- Other?

2. Next Meeting Date - TBD





Committee Matters: SCM 101/2024

Subject: Adoption of the Essex-Windsor Solid Waste Authority (EWSA) Regular Board of its meeting held February 6, 2024



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, February 6, 2024

Time: 4:00 PM

Location: Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary Kaschak –Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor
Mark McKenzie	City of Windsor
Fred Francis	City of Windsor
Gary McNamara – Vice Chair	County of Essex
Hilda MacDonald	County of Essex
Michael Akpata	County of Essex
Rob Shepley	County of Essex

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Madison Mantha	Project Lead
Teresa Policella	Executive Assistant

City of Windsor Staff:

Shawna Boakes	Executive Director of Operations
Anne-Marie Albidone	Manager of Environmental Services
Tony Ardovini	Deputy Treasurer Financial Planning
Mark Spizzirri	Manager of Performance Management and Business Case Development

County of Essex Staff:

Mary Birch	Director of Council & Community Services/Clerk
Melissa Ryan	Director of Financial Services/Treasurer

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
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1. Call to Order

The General Manager called the meeting to order at 3:59PM.

2. Welcome to New Board Member

The General Manager welcomed Board Member Councillor Fred Francis. Mr. Francis will be Windsor's 5th representative for 2024 and 2026. She thanked Mr. Walstedt for being on the Board for 2023. Mr. Walstedt will return to the Board in 2025.

3. Election of Chair and Vice Chair for 2024

The General Manager stated that per the agreement between the City of Windsor (City) and the County of Essex (County) that created the Authority, the positions of Chair and Vice Chair rotate between the City and the County on a yearly basis. She noted that for 2024, the Chair will be a City of Windsor Board member and the Vice Chair will be a County of Essex Board member.

The General Manager called for any declarations of pecuniary interest in regards to the elections of the Chair and Vice Chair. None were noted.

The General Manager called for nominations for the position of Board Chair among the City of Windsor representatives.

Board Member Kieran McKenzie nominated Board Member Gary Kaschak for Board Chair.

The General Manager called three (3) additional times for nominations for the position of Board Chair. There were no other nominations.

The General Manager asked Mr. Kaschak if he would stand for the position of Board Chair.

Mr. Kaschak accepted the nomination as Board Chair.

The General Manager declared Mr. Kaschak as Chair for 2024.

The General Manager asked for a motion for the nominations for Chair to be closed.

Moved by Rob Shepley

Seconded by Gary McNamara

THAT Gary Kaschak is named as Board Chair for the period ending December 31, 2024.

**1-2024
Carried**

The General Manager called for nominations for Vice Chair among the County of Essex representatives.

Board Member Hilda MacDonald nominated Board Member Gary McNamara for the position of Vice Chair.

The General Manager called three (3) additional times for nominations for the position of Board Vice Chair. There were no other nominations.

The General Manager asked Mr. McNamara if he would stand for the position of Board Vice Chair.

Mr. McNamara accepted the nomination of Board Vice Chair.

The General Manager declared Mr. McNamara as Vice Chair for 2024.

The General Manager asked for a motion for the nominations of Vice Chair to be closed.

Mr. McNamara acknowledged the passing of Carl Davison, former Colchester North Mayor and extended condolences to his family. He noted Mr. Davidson's leadership and his leadership in getting the Regional Landfill in Essex-Windsor area.

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT Gary McNamara is named as Board Vice Chair for the period ending December 31, 2024.

**2-2024
Carried**

4. Motion to Move In-Camera

Moved by Rob Shepley
Seconded by Gary McNamara

THAT the Board moved into a closed meeting pursuant to Section 239 (2) (k) of the Municipal Act, 2001, as amended for the following reason:

- (k) A position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipally or local board.

**3-2024
Carried**

Moved by Fred Francis
Seconded by Rob Shepley

THAT the EWSWA Board rise from the Closed Meeting at 4:38PM.

**6-2024
Carried**

5. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

6. Approval of the Minutes

Moved by Jim Morrison

Seconded by Mark McKenzie

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated December 5, 2023, be approved and adopted.

**7-2024
Carried**

7. Business Arising from the Minutes

No items were raised for discussion.

8. Waste Diversion

A. 2025 Green Bin Program Plan Update

The Manager of Waste Diversion provided an overview and identified the key milestones that have been developed to support the 2025 launch of the Green Bin program. She referred to the graphic on page 15 of the agenda package.

The City and the Authority are both working to secure collection contracts for the weekly curbside collection of Source Separated Organics (SSO), which is the longest lead-time item. The City is currently finalizing its contract. Authority Administration will issue the Request for Proposals (RFP) in early February and will bring forward the recommendation to the Board at the April meeting.

The EXP Services Inc. (EXP.) Strategic Plan report presented in July 2023 recommended that the Authority construct two (2) transfer stations to support the delivery of SSO material. One transfer station would be located in Windsor and the other at the Regional Landfill (RL). The Authority has been working on these projects and has met with the Ministry of the Environment Conservation and Parks (MECP) to discuss these changes. Authority Administration has engaged a consultant to evaluate the feasibility of a transfer station for delivery of SSO at both locations. Administration will bring forward additional information at a future meeting.

Authority Administration will also be working with a marketing consultant to develop a promotion and education (P&E) program to roll out the Green Bin program. The P&E program will begin with the annual Earth Day event in 2024.

Another milestone is the procurement of carts for SSO in the third quarter. The industry standard is to procure carts a year ahead of the launch date. The best practice is to deliver the cart and supplies to residents one month before the program launch.

Authority Administration will continuously evaluate staffing requirements for this program, i.e. P&E, customer service, training, and onboarding in order to launch the program. The Authority will also look at customer service software to track and respond to issues.

There are no immediate financial implications. Any implications will be incorporated into the appropriate budget.

Mr. Morrison asked if Administration is comfortable saying that there are no financial implications in 2024, i.e. down payments. He asked if there should be some costs incorporated in the 2024 budget.

The Manager of Waste Diversion stated that funds have been allocated in the 2024 budget for certain aspects of the program but the majority of the costs will be incurred in 2025. The carts are being procured early so that the Authority is scheduled for delivery for the launch. She noted that collectors typically require no money upfront but will receive payment when the program starts.

The General Manager provided a summary of the costs included in the 2024 Operational Plan and Budget.

The General Manager noted that this will be a new endeavor and there will be new funding. In 2019, the Authority proactively allocated excess funds into a Waste Diversion Reserve. The funds in this reserve will be used for some of the one-time costs required to develop the program. Administration is comfortable with the figures included in the budget document and noted that any additional 2024 expenditures or unbudgeted variances will come from this reserve.

Mr. Shepley asked why Amherstburg, Kingsville and Leamington is starting so much later than the other municipalities.

The General Manager stated that municipalities will begin in late 2025 or when the individual existing waste contracts expire.

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT the Board receive the report as information.

**8-2024
Carried**

B. County Recycling Collection Contract Extension – City of Windsor

The General Manager provided an overview of the report and stated that the expenditure for the extension was included in the 2024 Budget, however, a Board resolution was required to execute the extension document.

Moved by Fred Francis

Seconded by Kieran McKenzie

THAT the Board APPROVE the extension and the Chair and General Manager BE AUTHORIZED to sign an extension to the agreement with the City of Windsor to provide recycling collection services in the County of Essex for the renewal period from January 1, 2024 until August 27, 2024.

**9-2024
Carried**

C. Rural Ontario Municipal Association Conference Delegation Update

The General Manager provided an update regarding the Authority delegation presentation at the Rural Ontario Municipal Association (ROMA) conference on January 23, 2024, regarding the collection of Blue Box materials from Non-eligible sources (NES). The Essex County Warden and Authority Board member Hilda MacDonald, County of Essex CAO, Sandra Zwiers and the Authority General Manager attended the conference to present to Mr. John Yakabuski, Parliamentary Assistant to the Minister and other representatives from the MECP.

The General Manager stated the presentation was very brief but highlighted many of the challenges. She noted some of the comments received.

Mr. Kieran McKenzie noted that the letter received from Mr. Yakabuski did not provide a timeline. He asked if feedback has been received.

The General Manager noted that the letter received was likely the standard letter provided to all delegates. She stated that a follow-up email has been received from a MECP staff member Mr. Marc Peverini asking for additional information regarding the Region's program.

Mr. Kieran McKenzie stated that we have to keep talking about this issue. He asked if the Authority has engaged the local provincial members.

The General Manager stated that letters had been sent to the four (4) local MPPs. She noted that she received a phone call from MPP Andrew Dowie asking how the ROMA delegation went and he said he would provide a letter.

Mr. Dowie is in contact with the MECP and will continue to push forward the issue.

Mrs. MacDonald commended the General Manager's presentation. She commented that the MECP staff were very engaged. She also noted that a response is not always received from these delegations but we still need to do this.

Moved by Hilda MacDonald

Seconded by Fred Francis

THAT the Board receive the report as information.

**10-2024
Carried**

9. Waste Disposal

- A. Appointment of Board Member to the Regional Landfill Liaison Committee for 2024

The Chair called for nominations to appoint a Board member to the Regional Landfill Liaison Committee.

Kieran McKenzie nominated Board member Michael Akpata.

The Chair called for other nominations.

There were no other nominations.

The Chair asked Mr. Akpata if he accepted the nomination.

Mr. Akpata accepted the nomination.

Moved by Kieran McKenzie

Seconded by Gary McNamara

THAT the Board appoint Michael Akpata, who is not a member of the Council of the Town of Essex, to the Landfill Liaison Committee for a one-year term for 2024.

**11-2024
Carried**

10. Update on Reverse Osmosis System (Verbal Report)

The Manager of Waste Disposal provided an update on the new Reverse Osmosis (RO) system at the Regional Landfill (RL).

On December 22, 2023, the Authority received final contractor verification approval for Hydro One to connect power.

On January 7, 2024, the Rochem containers arrived at the RL from Germany and were lifted into position and three (3) large process water storage tanks were set in place.

Hydro One connected power on January 24, 2024.

As of February 5, 2024, all inter-connection plumbing between the Rochem containers and storage tanks had been completed.

Rochem is scheduled to be on site on February 20, 2024, to begin commissioning the plant for operation. While there is a learning curve, the goal is to maximize the plant capacity based on a 24-hour operation.

Once the level of comfort with the operation of the plant has been reached, the Authority will engage the MECP to discuss testing and regulatory requirements to permit ultimate discharge of processed water to the road drain.

The Manager of Waste Disposal thanked the Board and Administration for their support and the opportunity to provide a sustainable solution for the treatment of leachate. He commended Authority staff who have gone above and beyond to get the plant ready for launch. He extended an invitation to all Board members to tour this "state of the art" plant.

Mr. Kieran McKenzie asked what is the timeline for the full launch.

The Manager of Waste Disposal stated that personnel from Rochem will be onsite at the landfill on February 20, 2023 and will at site for 2-3 weeks.

Mr. Kieran McKenzie asked when would the MECP come in once the system is up and running.

The Manager of Waste Disposal stated that probably within two (2) months. The Authority will have more of a comfort level and this will give time to test and receive some lab results.

Mr. Shepley asked what will the Authority do with the loads that have been treated. He asked if they will still be delivered to Windsor.

The Manager of Waste Disposal stated that the loads will still be delivered to Pollution Control.

Moved by Kieran McKenzie

Seconded by Rob Shepley

THAT the Board receive the verbal report as information.

**12-2024
Carried**

11. Finance & Administration

A. 2024 Operating Plan and Budget Status Update

The Manager of Finance and Administration stated that as of January 29, 2024, the 2024 Operating Plan and Budget has been fully approved by both the County and the City.

Moved by Gary McNamara

Seconded by Fred Francis

THAT the Board receive the report as information.

**13-2024
Carried**

B. 2024 Operating Plan and Budget – 2023 Projection Update and 2024 Large Volume Customer Update

The Manager of Finance and Administration stated that the purpose of the report is to provide an update regarding the 2023 projected and 2024 budgeted revenue and expenditure figures which formed the 2024 budget.

The 2024 budget included some estimates which were used to derive the projected 2023 revenue and expenditure figures. Some of the significant variances included the following:

- An increase in the Industrial Commercial and Institutional (ICI) Landfillable Revenues which is due to an increase in ICI Landfillable waste and contaminated soil of approximately 33,500 tonnes. This resulted in approximately \$760,000 of additional revenue. The majority of the increase is a result of unprojected greenhouse vines delivered from a large volume waste hauling customer.
- The delay in the RO plant which resulted in a delay in costs associated with the rental and operational costs associated with the plant. The costs were projected to be approximately \$125,000.

Other risks associated with revenue included in the 2024 budget are the minimum put-or-pay tonnages from large volume haulers. At the time of forming the 2024 budget, two large volume haulers contracts were set to expire at the end of 2023. On January 1, 2024, both haulers signed a minimum put-or-pay contract, however, at different tonnage amounts than in 2023.

The additional revenues and delay in operation of the RO plant will serve to decrease the 2023 operating deficit.

The resulting changes from the hauler's minimum put-or-pay contracts are not anticipated to impact the 2024 budget since at the time the 2024 budget was

formed, Administration included two minimum put-or-pay contacts for 1,001 tonnes and 10,001 respectively.

The full year-end report will be presented to the Board in May when the 2023 audit is completed by KPMG.

The Chair asked if there were any questions. No questions were asked.

Moved by Rob Shepley

Seconded by Mark McKenzie

THAT the Board approve receive the report as information.

**14-2024
Carried**

12. New Business

No items were raised for discussion.

13. Other Items

No items were raised for discussion.

14. By-Laws

A. By-Law 1-2024

Moved by Jim Morrison

Seconded by Mark McKenzie

THAT By-Law 1-2024 to Authorize the Extension of Agreement with the City of Windsor to Provide Recycling Collection Services in the County of Essex for the renewal period from January 1, 2024 until August 27, 2024.

**15-2024
Carried**

B. By-Law 2-2024

Moved by Mark McKenzie

Seconded by Fred Francis

THAT By-Law 1-2024, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 6th day of February, 2024.

**16-2024
Carried**

15. Next Meeting Dates

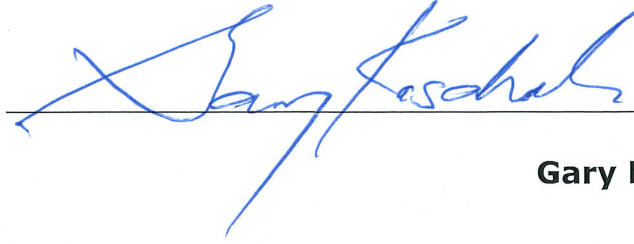
Tuesday, March 5, 2024
Wednesday, April 10, 2024
Tuesday, May 7, 2024
Tuesday, June 4, 2024
Wednesday, July 10, 2024
Wednesday August 14, 2024 – Note: This meeting will start at 3:00PM
Wednesday, September 11, 2024
Wednesday, October 9, 2024
Tuesday, November 5, 2024
Tuesday, December 3, 2024

16. Adjournment

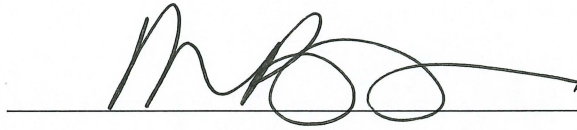
Moved by Gary McNamara
Seconded by Fred Francis
THAT the Board stand adjourned at 5:21PM.

**17-2024
Carried**

All of which is respectfully submitted.



Gary Kaschak
Chair



Michelle Bishop
General Manager



Subject: Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects - City Wide

Reference:

Date to Council: April 24, 2024
Author: Mark Winterton
Commissioner of Infrastructure Services
mwinterton@citywindsor.ca
(519) 255-6247 ext. 6415

Public Works – Operations – City Engineer
Report Date: April 5, 2024
Clerk's File #: SW2024

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Commissioner of Infrastructure Services dated November 10, 2023 in response to CQ 24-2023 which asked Administration to provide a report to Council regarding construction projects specific to road repair, sewer infrastructure and road rehab, including policies and procedures, minimum standards and vendor warranties **BE RECEIVED** for information and discussion.

Executive Summary:

N/A

Background:

At its August 8th, 2023 meeting of Council, Councillor Mark Mckenzie asked the following question:

CQ 24-2023

“Asks that administration provide a report to Council regarding construction projects, specific to road repair, sewer infrastructure and road rehab, including policies and procedures, minimum standards and vendor warranties for review.”

A response to CQ 24-2023 originally came to the Environment, Transportation, & Public Safety Standing Committee on November 29th, 2023, where it was deferred to a future Environment, Transportation, & Public Safety Standing Committee meeting to allow for Administration to provide more information.

In order to address the CQ in a more comprehensive fashion, this report was subsequently created. The original report, S 155/2023, is appended as Appendix 7.

Discussion:

The City of Windsor, throughout years of construction practice, has developed a comprehensive set of reference documents and specifications to guide the planning, design, and construction of municipal linear infrastructure in the city. These documents are crucial resources for various stakeholders, including City staff, engineers, consultants, contractors, developers, and the general public. They undergo regular reviews and updates to ensure they remain aligned with evolving construction standards, best practices, and regulatory requirements.

To maintain the quality and consistency of the City of Windsor's construction projects, a Standard Specification Review Committee is in place. This committee comprises internal staff members from various divisions within the Operations Department and Engineering Department, including Corporate Projects, Design, Development, Contracts, Maintenance, and Field Services. The Committee has been convening since January 2010 and plays a critical role in reviewing and updating the City's Standard Specifications and introducing new specifications and drawings.

Adhering to industry best practices, the City collaborates with organizations like the Windsor Heavy Construction Association before releasing new or updated Standard Specifications. This collaborative approach enables Administration to gather valuable insights and recommendations from industry experts who may be aware of first-hand recent innovative construction methods, materials and specification changes. These insights are then presented to the City's Standard Specification Review Committee for further evaluation and discussion.

The City of Windsor Standard Specification is primarily based on the Ontario Provincial Standard Specifications (OPSS) with minor adjustments to suit localized situations. The Ontario Provincial Standards (OPS) are a unified set of standards for roads and public works infrastructure in Ontario. Windsor's modifications allow these standards to be effectively applied to the city's urban and rural road network, ensuring consistency and uniformity in roadwork practices.

Originally developed in the 1970s by the Ministry of Transportation Ontario (MTO) and the Municipal Engineers Association (MEA) with input from other partner organizations, the OPS has undergone continuous updates, refinements, and expansions since its inception. These updates are driven by the efforts of more than one hundred engineering, government, and construction industry experts who participate in the OPS's nine specialty and three management committees. They base their updates on research into the real-world performance of infrastructure-building materials and techniques, advances in infrastructure science and education, and on-the-job experience from the OPS's various partners, particularly the Ministry of Transportation Ontario (MTO), the Municipal Engineer Association (MEA) and its construction industry committee members. These ongoing efforts result in biannual updates, published every April and November, offering a science-based, detailed guide for municipalities to

design, specify, and build safe, durable infrastructure, either directly or through third-party suppliers.

In addition to the City's Standard Specifications, the Standard Specification Review Committee has created an internal document known as "Supplemental Specifications and Mandatory Procedures and Practices (SSMPP)." This document addresses any gaps or missing updates in the Standard Specifications and is periodically reviewed alongside new or updated Standard Specifications to maintain its relevance.

All construction projects, including roads, boulevards, sidewalks, sanitary and storm sewers, are required to conform to City of Windsor Standard Specifications and Drawings. The Project Engineer, the Field Supervisor and the Construction Technologist are deployed to ensure that all construction activities comply with the established contract terms and City of Windsor Standards Specifications and Drawings.

Maintaining a focus on Quality Assurance (QA) is a priority at every stage of a construction project, from sub-base inspections to granular placement and surface course installation. This ensures the project is delivered as per the design and the standard specification requirements. Materials undergo rigorous testing as outlined in the City of Windsor standard specifications and according to various applicable standards, including but not limited to the standards set by the Canadian Standards Association (CSA), the American Society for Testing and Materials (ASTM) and the MTO. Administration ensures that testing is performed at industry-accepted frequencies and timing throughout the construction of different pavements, upholding the highest standards of quality and safety.

Below are some statistics on the City's Quality Assurance inspection and testing activities that were carried out in 2023 utilizing our own staff on Capital Projects for Engineering, Maintenance and Contracts projects as well as Parks Department projects:

Concrete Testing

273 sets of concrete cylinders were cast for compressive strength testing in our lab to confirm that the concrete supplied met the minimum strength requirements. An estimated 400 loads of concrete were tested on various projects by City staff. An additional 193 sets of concrete cylinders were cast on a couple of major Consultant projects in which the test results were reviewed and input was provided by City staff on a regular basis.

Hot Mix Asphalt Testing

162 samples of hot mix asphalt were obtained from project sites for determining mix property conformance with Ontario Provincial Standards Specifications for Hot Mix Asphalt. Asphalt cement samples were also collected on a regular basis for future testing as required. A relationship with asphalt suppliers has been developed and all Quality Assurance, Quality Control and Referee Test results are shared between the City and their suppliers.

Aggregate Sampling

507 aggregate samples were obtained from job sites, supplier's quarries, supplier's aggregate docks, asphalt and concrete plants. Testing was performed in the City's lab to assure the materials conform to Ontario Provincial Standards as well as City of Windsor Standard Specifications for gradation as well as Standard Proctor testing was carried out to assist staff in performing nuclear density and moisture determination testing (Compaction Testing).

Compaction Testing of Granular and Asphaltic Concrete Materials

Attended City project sites on 312 occasions to perform more than 1600 insitu density tests to confirm that project compaction requirements were being achieved. Performed compaction testing during watermain installation on joint Windsor Utility Commission/City of Windsor Projects to assure that the work was done to City Standards.

In addition, City staff:

- Inspected recycled concrete aggregate piles and visited supplier yards bi-weekly.
- Conducted investigative coring work and oversaw external investigative work.
- Procured qualified consultants for specialized testing as part of the Quality Assurance program.

Period of Maintenance:

The "Period of Maintenance" is the maintenance period or warranty specified in the Contract for the Work. It starts from the date of the Engineer's Notice of Substantial Performance of the Work or the completion of the Work if no substantial performance is involved in the contract. The condition of the Work completed under the Contract must be in good and perfect condition, except for fair wear and tear during the maintenance period. Unless otherwise specified, the Period of Maintenance is minimum one year.

The Contractor is responsible for delivering the Work to the Corporation in a condition as defined in the Contract at the end of the Period of Maintenance, to the satisfaction of the Engineer. The Contractor must carry out repair, amendment, reconstruction, rectification, and defect correction work as required by the Engineer in writing during the maintenance.

If the Contractor fails to promptly execute the required maintenance work after receiving notice from the representative of the Corporation, the Corporation can perform the work using its own workers or other Contractors. The cost of such work, if the Contractor was responsible for it, can be recovered from the Contractor or deducted from any amounts owed to the Contractor.

The contract is not considered complete until the Engineer signs a Letter of Assuming the Work, stating that the Work has been completed and maintained to their satisfaction.

City inspectors and supervisors diligently monitor projects to ensure that all defects are identified and addressed by contractors. One recent example is the sidewalks on Wellesley Avenue. The City's inspection and quality control programs have been very effective in ensuring the quality of City projects.

Efforts to Extend Road Longevity: Advances in Asphalt Quality

In response to concerns about the quality of asphalt pavement in Ontario, the Ontario Hot Mix Producers Association (OHMPA) formed the Quality of Pavement Task Force in late 2014. Comprising industry experts, consultants, and academics, the Task Force examined and improved aspects critical to asphalt pavement quality. They reviewed and revised standards for asphalt cement quality and its testing methods. Their efforts culminated in a set of refined guidelines and recommendations aimed at ensuring the long-term durability and sustainability of asphalt pavements.

Following an internal review, OHMPA extended an invitation to provincial and municipal stakeholders, including the City of Windsor, to collaborate with the Task Force.

Additionally, in 2015, the City of Windsor sought the expertise of Dr. Simon Hesp, a Chemical Engineering professor at Queen's University with a specialization in asphalt technology. Dr. Hesp's research focused on the durability and longevity of asphalt materials. His findings indicated that asphalt quality is a crucial factor affecting the condition of Windsor's roads, with the area's distinct freeze-thaw cycles further exacerbating road wear.

Due to the concerted efforts of the Quality of Pavement Task Force, today's asphalt mixtures are significantly higher in quality compared to those used in the past. This has led to a decrease in roads exhibiting signs of premature failure. The introduction of higher-quality and better-blended asphalt cement has resulted in roads constructed in recent years being expected to outlast those built 7 to 10 years ago with lesser quality asphalt mixtures.

Additionally, an asset management plan established in 2015 for road maintenance will assist in enhancing the lifespan of the city's road infrastructure.

The City of Windsor's engagement on provincial committees is crucial, as it allows for direct input and influence on the evolving specifications for asphalt cement (AC). Representatives from the City of Windsor sit on pivotal bodies, including the OPSS Pavements Committee and the Quality of Asphalt Pavement Task Force, ensuring that municipal concerns and perspectives are integrated into provincial standards and practices. This involvement is essential for the City to adopt and adapt provincial updates to its local standards, which in turn influences the quality and longevity of municipal infrastructure projects.

The City of Windsor remains committed to actively utilizing the outcomes and best practices shared by the Quality of Asphalt Pavement Task Force to further extend the longevity of its roads. These efforts are aimed at prolonging the life of road surfaces, ultimately supporting the goal of achieving more sustainable and cost-effective infrastructure.

Recently, the City of Windsor's approach to quality and sustainability in road construction has been recognized by the Toronto Area Road Builders Association (TARBA), who recently met with representatives of the City's Public Works Department to discuss our Quality Assurance (QA) Recycled Aggregate Program. They are attempting to implement a QA program in the GTA that models the City's program. The interest from an external organization serves as an acknowledgment of the City's role as a leader in QA Recycled Aggregate. The City of Windsor is proud to offer insights into our QA processes to any municipalities seeking to enhance their road construction specifications.

Impacts on Residents and Businesses

Construction can be disruptive, yet it represents a temporary trade-off for long-term enhancements. Recognizing its impact, the City takes peak business times and seasons into consideration when planning construction activities.

The City is committed to supporting impacted businesses. They are engaged early in the planning process, and access to their establishments is maintained, with signage prominently posted to guide customers. These measures help reduce the occurrence of claims for financial loss due to construction, known as 'injurious affection.'

For critical infrastructure projects, Windsor is prepared to adopt an expedited construction schedule to minimize disruption while still ensuring that quality and safety standards are upheld. Such measures are considered on a case-by-case basis, with due consideration given to associated costs. For example, the upcoming work on the E.C. Row Expressway will be performed expediently, ensuring this critical infrastructure is completed promptly and without compromising quality and safety.

Reference Documents

Listed below are the City's various reference documents and specifications – all which are available on the City's website at:

<https://www.citywindsor.ca/business/buildersanddevelopers/Pages/Builders-and-Developers.aspx>

Reference Documents and Specifications

1. Stormwater Management Requirements (December 6, 2018):

- Specific to the Windsor/Essex Region.
- Defines stormwater management standards.

2. Engineering Best Practices (BP):

- Includes guidelines for various aspects, such as sewers, driveways, right-of-way, and miscellaneous items.
- Ensures high-quality and efficient projects.

3. Supplementary Specifications and Mandatory Procedures and Practices (January 2023):

- Mandatory for all City contracts, taking precedence over other specifications.
- Require explicit approval from the City Engineer for any changes.

4. Standard Specifications (as of January 19, 2023):

- Covers various aspects of construction, such as sewers, concrete work, pavement, and more.
- Provides detailed standards for materials and workmanship.

5. Standard Engineering Drawings Index:

- Contains a comprehensive list of standard engineering drawings for various infrastructure components.
- Ensures consistency in design and construction.

6. Construction Technologist Inspection Manual (Updated 2023):

- Outlines roles and responsibilities for field services construction technologist staff inspection.

7. General Conditions:

- Defines key terms and provisions related to contract administration.
- Covers matters such as contract documents, administration, responsibilities, and payment.

Indexes or links to these documents are attached as Appendices to this report.

Risk Analysis:

The City of Windsor's reference documents and specifications are essential criteria and tools for all stakeholders involved in municipal linear infrastructure projects. They provide guidance, are enforceable, ensure quality, and uphold safety and environmental standards. Regular reviews and updates ensure that these documents remain current and effective, facilitating the continued development, upgrading and maintenance of the City's infrastructure.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are no financial impacts identified with receiving this information report.

Consultations:

Jane He, Engineer III – Construction Standards Lead

Shawna Boakes, Executive Director, Operations

Phong Nguy, Manager, Contracts Field Services & Maintenance

Andrew Lewis, Coordinator, Right of Way & Field Services

Aaron Farough, Senior Legal Counsel

Rob Slater, Executive Initiatives Coordinator

Conclusion:

The City of Windsor's reference documents and specifications play a vital role in guiding, enforcing, maintaining quality, and upholding safety and environmental standards in municipal linear infrastructure projects. The regular review and updates of these documents are crucial for ensuring their ongoing relevance and effectiveness in supporting the City's infrastructure development, upgrading and maintenance efforts.

Planning Act Matters:

N/A

Approvals:

Name	Title
Shawna Boakes	Executive Direction, Operations
Mark Winterton	Commissioner, Infrastructure Services / City Engineer
Joe Mancina	Chief Administrative Officer

Notifications:

N/A

Appendices:

Appendix 1 - Engineering Best Practices

Appendix 2 – Appendix 2 - Supplementary Specifications and Mandatory Procedures and Practices (January 2023)

Appendix 3 - Standard Specifications (as of January 19, 2023)

Appendix 4 - Standard Engineering Drawings Index

Appendix 5 - Construction Technologist Inspection Manual

Appendix 6 – General Conditions

Appendix 7 - Report S 155/2023

Appendices:

Appendix 1 - Engineering Best Practices

BP1 - Sewers

BP2 - Driveways & Access

BP3 - Right-of-Way

BP4 – Miscellaneous such as:

- Oil and Grit Separator
- Development Securities
- Pavement Widening on Local Roads
- Servicing Charges and Sewerage Fees
- Environmental Pollution Liability
- Canada Post Community Mailboxes

Appendix 2 - Supplementary Specifications and Mandatory Procedures and Practices (January 2023)

These specifications, procedures, and practices are mandatory for all City contracts, taking precedence over City of Windsor General Specifications and Ontario Provincial Standard Specifications. Any changes or revisions to these specifications require explicit approval from the City Engineer.

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/SSMPP%20REVISED%20-%20January%202023.pdf>

Appendix 3 - Standard Specifications (as of January 19, 2023)

Index to Standard Specifications (January, 2023)

1. S-1 - Sewers (January, 1999)
2. S-2 - Maintenance Holes and Catchbasins (March, 2018)
3. S-3 - Earth Excavation (Grading) and Structural Removal (January, 1976)
4. S-4 - Granular Base & Aggregates (February, 2022)
5. S-5 - Concrete Curbs and Gutter Systems (April, 2022)
6. S-6 - Concrete Sidewalk and Driveway Approaches (April, 2022)
7. S-7 - Concrete Pavement and Concrete Base (April, 2022)
8. S-8 - Sewer Pipeline and Culvert Rehabilitation by Cured-In-Place Pipe (February, 2022)
9. S-9 - Concrete (February, 2022)
10. S-10 - Hot Mix Asphalt (February, 2022)
11. S-11 - Culverts, Headwalls, and Roadside Drainage (May, 2017)
12. S-12 - Borehole Investigations (January, 2023)
13. S-13 - Weighing of Materials (July, 2012)
14. S-14 - Sodding (February, 2022)
15. S-15 - Seeding (February, 2022)
16. S-16 - Perforated Corrugated Pipe Sub-Drains (January, 2015)
17. S-17 - Reinforcing Steel (May, 2017)
18. S-18 - Routing and Sealing (July, 2012)
19. S-19 - Cleaning of Gravity Sewers, Manholes, and Catchbasins (January, 2015)
20. S-20 - Vacant
21. S-21 - Vacant
22. S-22 - Vacant
23. S-23 - Maintenance Painting of Structural Steel (January, 2015)
24. S-24 - Unshrinkable Backfill (July, 2012)

- 25. S-25 - Vacant
- 26. S-26 - Vacant
- 27. S-27 - Vacant
- 28. S-28 - Full and Partial Depth Reclamation with Expanded Asphalt Stabilization (July, 2012)
- 29. S-29 - Utility Cuts Restoration (August, 2012)
- 30. S-30 - Bridges (February, 2022)
- 31. S-31 - Keyhole Excavation (July, 2012)
- 32. S-32 - CCTV Sewer Inspection (February, 2022)
- 33. S-33 - Winter Control Snow Plowing, Salting and Snow Removal Activities (January, 2015)
- 34. S-34 - Topsoil (June, 2022)
- 35. S-35 - Replacement of Private Drain Connections (May, 2022)
- 36. S-36 - Preservation of Trees (May, 2017)
- 37. S-37 - Dust Control (July, 2012)
- 38. S-38 - Prevention of Debris from Entering Existing Sewer Systems (July, 2012)
- 39. S-39 - Backfill and Utilities (January, 2015)
- 40. S-40 - Installation Method of Traffic Signage Disturbed by Construction (July, 2012)
- 41. S-41 - Open Graded Drainage Layer (January, 2015)
- 42. S-42 - Cold Milling of Asphalt Pavement (January, 2015)

Appendix 4 - Standard Engineering Drawings Index

AS-101A	Standard Legend Symbols (September 1973)
AS-101B	Standard Legend Symbols (September 1973)
AS-102	Project Sign (January 2016)
AS-103	Detail of Stamp (January 1976)
AS-104	Bench Mark (January 1976)
AS-105	Rainfall Intensity Curve (June 1975)
AS-106	Barrier Post (January 1976)
AS-106A	Removable Barrier Post (December 1975)
AS-106B	Barrier Post (with Steel Reinforcement) (March 1977)
AS-201	Concrete Alley Pavement (March 1973)
AS-203	Commercial Drive - Asphalt (October 2015)
AS-204	Commercial Drive - Concrete (December 2021)
AS-205	Sodding of Side Slopes (May 1975)
AS-206A	Standard Utility Cross-Section (17m Right-of-Way) (January 1980)
AS-206B	Standard Utility Cross-Section (22m Right-of-Way) (January 1980)
AS-206C	Standard Utility Cross-Section (15m Right-of-Way) (October 2015)
AS-206D	Standard Utility Cross-Section (20m Right-of-Way) (July 2013)
AS-207A	Utility Restoration for Concrete Pavement (August 2012)
AS-207B	Utility Restoration for Flexible Base Pavement (August 2012)
AS-207C	Utility Restoration for Concrete Pavement Asphalt Surface (August 2012)
AS-208	Standard & Superelevated Curb & Gutter for Residential Roads (February 2018)
AS-208A	Standard & Superelevated Curb & Gutter for Collector & Arterial Roads (March 2017)
AS-209A	Backfill of Ditch/Swale/Trench (June 2018)
AS-210	Standard Concrete Details for Heavy Duty Pavements (December 2021)
AS-211	Concrete Details for Residential Pavements (December 2021)
AS-212	Details for Load Transfer Device (January 1976)
AS-213	Pavement Widening Details (November 2015)
AS-214	28' Wide Asphalt Pavement (July 2013)

AS-215	Steel Beam Guide Rail (May 1975)
AS-216	Curb Cut Requirements for Various Pavements (January 1976)
AS-217	Standard Corner Commercial Access - Type I (June 1975)
AS-218	Standard Corner Commercial Access - Type II (June 1975)
AS-219	Standard Corner Commercial Access - Type III (June 1975)
AS-220	Interior Commercial Access (November 1975)
AS-221	Residential Drive - Asphalt (December 2019)
AS-222	Residential Drive - Concrete (December 2021)
AS-223	Fenced Pedestrian Walkway (May 1972)
AS-224	Tree Relocation (January 1976)
AS-225	Local Industrial Concrete Pavement (March 1975)
AS-226	Rural Arterial Concrete Pavement (March 1975)
AS-227	Rural Residential Concrete Pavement (December 2021)
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ROLES & RESPONSIBILITIES FOR FIELD SERVICES CONSTRUCTION
TECHNOLOGIST STAFF INSPECTION

Updated 2023

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Construction-Technologist-Inspection-Manual.pdf>

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Subject: Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects

Reference:

Date to Council: November 29, 2023
Author: Chris Nepszy
Commissioner of Infrastructure Services
cnepszy@citywindsor.ca
(519) 255-6247 ext. 6415
Public Works - Operations
City Engineer

Report Date: November 10, 2023
Clerk's File #: SW2023

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Commissioner of Infrastructure Services dated November 10, 2023 in response to CQ 24-2023 which asked Administration to provide a report to Council regarding construction projects specific to road repair, sewer infrastructure and road rehab, including policies and procedures, minimum standards and vendor warranties **BE RECEIVED** for information and discussion.

Executive Summary:

N/A

Background:

At its August 8th, 2023 meeting of Council, Councillor Mark Mckenzie asked the following question:

CQ 24-2023

“Asks that administration provide a report to Council regarding construction projects, specific to road repair, sewer infrastructure and road rehab, including policies and procedures, minimum standards and vendor warranties for review.”

This report provides an overview of the primary reference documents and specifications available on the City's website related to construction projects specific to road repair, sewer infrastructure and road rehab.

Discussion:

The City of Windsor, throughout years of construction practice, has developed a comprehensive set of reference documents and specifications to guide the planning, design, and construction of municipal linear infrastructure in the city. These documents are crucial resources for various stakeholders, including City staff, engineers, consultants, contractors, developers, and the general public. They undergo regular reviews and updates to ensure they remain aligned with evolving construction standards, best practices, and regulatory requirements.

To maintain the quality and consistency of the City of Windsor's construction projects, a Standard Specification Review Committee is in place. This committee comprises internal staff members from various divisions within the Operations Department and Engineering Department, including Corporate Projects, Design, Development, Contracts, Maintenance, and Field Services. The Committee has been convening since January 2010 and plays a critical role in reviewing and updating the City's Standard Specifications and introducing new specifications and drawings.

Adhering to industry best practices, the City collaborates with organizations like the Windsor Heavy Construction Association before releasing new or updated Standard Specifications. This collaborative approach enables Administration to gather valuable insights and recommendations from industry experts who may be aware of first-hand recent innovative construction methods, materials and specification changes. These insights are then presented to the City's Standard Specification Review Committee for further evaluation and discussion.

The City of Windsor Standard Specification is primarily based on the Ontario Provincial Standard Specifications (OPSS) with minor adjustments to suit localized situations. The Ontario Provincial Standards (OPS) are a unified set of standards for roads and public works infrastructure in Ontario. Windsor's modifications allow these standards to be effectively applied to the city's urban and rural road network, ensuring consistency and uniformity in roadwork practices.

Originally developed in the 1970s by the Ministry of Transportation Ontario (MTO) and the Municipal Engineers Association (MEA) with input from other partner organizations, the OPS has undergone continuous updates, refinements, and expansions since its inception. These updates are driven by the efforts of more than one hundred engineering, government, and construction industry experts who participate in the OPS's nine specialty and three management committees. They base their updates on research into the real-world performance of infrastructure-building materials and techniques, advances in infrastructure science and education, and on-the-job experience from the OPS's various partners, particularly the Ministry of Transportation Ontario (MTO), the Municipal Engineer Association (MEA) and its construction industry committee members. These ongoing efforts result in biannual updates, published every April and November, offering a science-based, detailed guide for municipalities to design, specify, and build safe, durable infrastructure, either directly or through third-party suppliers.

In addition to the City's Standard Specifications, the Standard Specification Review Committee has created an internal document known as "Supplemental Specifications

and Mandatory Procedures and Practices (SSMPP)." This document addresses any gaps or missing updates in the Standard Specifications and is periodically reviewed alongside new or updated Standard Specifications to maintain its relevance.

All construction projects, including roads, boulevards, sidewalks, sanitary and storm sewers, are required to conform to City of Windsor Standard Specifications and Drawings. The Project Engineer, the Field Supervisor and the Construction Inspector are deployed to ensure that all construction activities comply with the established contract terms and City of Windsor Standards Specifications and Drawings.

Maintaining a focus on Quality Assurance (QA) is a priority at every stage of a construction project, from sub-base inspections to granular placement and surface course installation. This ensures the project is delivered as per the design and the standard specification requirements. Materials undergo rigorous testing as outlined in the City of Windsor standard specifications and according to various applicable standards, including but not limited to the standards set by the Canadian Standards Association (CSA), the American Society for Testing and Materials (ASTM) and the MTO. Administration ensures that testing is performed at industry-accepted frequencies and timing throughout the construction of different pavements, upholding the highest standards of quality and safety.

Period of Maintenance:

The "Period of Maintenance" is the maintenance period or warranty specified in the Contract for the Work. It starts from the date of the Engineer's Notice of Substantial Performance of the Work or the completion of the Work if no substantial performance is involved in the contract. The condition of the Work completed under the Contract must be in good and perfect condition, except for fair wear and tear during the maintenance period. Unless otherwise specified, the Period of Maintenance is minimum one year.

The Contractor is responsible for delivering the Work to the Corporation in a condition as defined in the Contract at the end of the Period of Maintenance, to the satisfaction of the Engineer. The Contractor must carry out repair, amendment, reconstruction, rectification, and defect correction work as required by the Engineer in writing during the maintenance.

If the Contractor fails to promptly execute the required maintenance work after receiving notice from the representative of the Corporation, the Corporation can perform the work using its own workers or other Contractors. The cost of such work, if the Contractor was responsible for it, can be recovered from the Contractor or deducted from any amounts owed to the Contractor.

The contract is not considered complete until the Engineer signs a Letter of Assuming the Work, stating that the Work has been completed and maintained to their satisfaction.

Listed below are the City's various reference documents and specifications – all which are available on the City's website at:

<https://www.citywindsor.ca/business/buildersanddevelopers/Pages/Builders-and-Developers.aspx>

Reference Documents and Specifications

1. Stormwater Management Requirements (December 6, 2018):

- Specific to the Windsor/Essex Region.
- Defines stormwater management standards.

2. Engineering Best Practices (BP):

- Includes guidelines for various aspects, such as sewers, driveways, right-of-way, and miscellaneous items.
- Ensures high-quality and efficient projects.

3. Supplementary Specifications and Mandatory Procedures and Practices (January 2023):

- Mandatory for all City contracts, taking precedence over other specifications.
- Require explicit approval from the City Engineer for any changes.

4. Standard Specifications (as of January 19, 2023):

- Covers various aspects of construction, such as sewers, concrete work, pavement, and more.
- Provides detailed standards for materials and workmanship.

5. Standard Engineering Drawings Index:

- Contains a comprehensive list of standard engineering drawings for various infrastructure components.
- Ensures consistency in design and construction.

6. Construction Technologist Inspection Manual (Updated 2023):

- Outlines roles and responsibilities for field services construction technologist staff inspection.

7. General Conditions:

- Defines key terms and provisions related to contract administration.
- Covers matters such as contract documents, administration, responsibilities, and payment.

Indexes or links to these documents are attached as Appendices to this report.

Risk Analysis:

The City of Windsor's reference documents and specifications are essential criteria and tools for all stakeholders involved in municipal linear infrastructure projects. They provide guidance, are enforceable, ensure quality, and uphold safety and environmental standards. Regular reviews and updates ensure that these documents remain current and effective, facilitating the continued development, upgrading and maintenance of the City's infrastructure.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are no financial impacts identified with receiving this information report.

Consultations:

Jane He, Engineer III – Construction Standards Lead

Rob Slater, Executive Initiatives Coordinator

Conclusion:

The City of Windsor's reference documents and specifications play a vital role in guiding, enforcing, maintaining quality, and upholding safety and environmental standards in municipal linear infrastructure projects. The regular review and updates of these documents are crucial for ensuring their ongoing relevance and effectiveness in supporting the City's infrastructure development, upgrading and maintenance efforts.

Planning Act Matters:

N/A

Approvals:

Name	Title
Shawna Boakes	Executive Direction of Operations
Chris Nepszy	Commissioner, Infrastructure Services, City Engineer

Name	Title
Joe Mancina	Chief Administrative Officer

Notifications:

N/A

Appendices:

- Appendix 1 - Engineering Best Practices
- Appendix 2 - Supplementary Specifications and Mandatory Procedures and Practices (January 2023)
- Appendix 3 - Standard Specifications (as of January 19, 2023)
- Appendix 4 - Standard Engineering Drawings Index
- Appendix 5 - Construction Technologist Inspection Manual
- Appendix 6 – General Conditions

Subject: Ad Hoc Administrative Alley Committee - City Wide

Reference:

Date to Council: April 24, 2024
Author: Mark Winterton
Commissioner, Infrastructure Services
(519) 255-6247 ext. 6356

Public Works - Operations
Report Date: April 5, 2024
Clerk's File #: SW2024

To: Mayor and Members of City Council

Recommendation:

That Council **RECEIVE** this report in response to their request for a specific proposed framework and work plan for the previously approved Alley Standards and Development Committee; and

That that Council **DIRECT** the development of a new Ad Hoc Committee as outlined in this report and that the Committee be directed to report back to Council

Executive Summary:

N/A

Background:

During the 2020 Budget Deliberations, City Council approved the following motion:

Decision Number: B9/2020

*“That Administration **BE DIRECTED** to prepare a report for Council’s consideration related to options for curbside garbage collection instead of alley collection city wide wherever possible.”*

Report C 151/2020 was prepared and presented to the Environment Transportation and Public Safety Standing Committee on December 16, 2020. The Committee directed:

*“THAT the report of the Manager, Environmental Services dated July 17th, 2020 entitled “A Review of Residential Waste Collection in Alleys” **BE DEFERRED** to a future meeting of the Environment, Transportation and Public Safety Standing Committee to allow for Administration to complete the related reports regarding minimum maintenance standards, and;*

*That those reports **BE BROUGHT FORWARD** for consideration at the same Environment Transportation and Public Safety Standing Committee Meeting.”*

Council directed that the Residential Alley Garbage Collection Report and the Alley Minimum Maintenance Standards report be brought forward for consideration at the same time.

In July 2021, Council received report S 69/2021 regarding Alley Standards Development and directed the following:

*THAT Administration **BE DIRECTED** to develop an Alley Standards and Development Committee as outlined in the report; and,*

*THAT the Alley and Standards Development Committee **REPORT BACK** to City Council on the capital and annual costs associated with developing, maintaining and enforcing a set of standards for all of the City’s alleys.*

The report indicated that the Committee was to be made up of various department and division representatives and stakeholders and would develop the City of Windsor’s Alley Standards Policy. The Committee was to recommend potential levels of service, address potential alternative usages and appropriate signs and markings required with them, associated capital costs, annual operating costs, enforcement alternatives as well as any cost recovery modelling available. The committee was to also work with the Legal department to establish a language for the amended City By-law for Maintenance and Enforcement in an effort to regulate maintenance and address encroachments of various objects such as trees and shrubs in the alley space.

The committee was to report back to City Council on all of the aforementioned items, including the capital and annual costs associated with developing, maintaining and enforcing a set of standards for the City’s grass and gravel alleys.

Administration, however, brought the Residential Alley Garbage Collection report separately as a decision with respect to residential alley garbage collection before issuing the next garbage collection tender was required because smaller, less efficient trucks are required for alley collection, while larger, more efficient trucks are used for curbside collection. The specific vehicle requirements (size) is a necessary item required in order for bidders to successfully bid on the City’s next tender.

At the May 24, 2023 Environment, Transportation & Public Safety Standing Committee Meeting, the Committee directed that:

*That the report of the Manager, Environmental Services dated May 5, 2023 entitled “Move Residential Alley Garbage Collection to Curbside – City Wide” **BE REFERRED** back to Administration to allow for the Administrative report regarding Minimum Alley Maintenance Standards to be brought forward to the Environment, Transportation & Public Safety Standing Committee simultaneously, as soon as possible; and,*

*That information related to a potential test pilot program that would move residential garbage alley collection to curbside, in Ward 3 **BE INCLUDED** in the report.*

This report was brought to ETPS on July 26th, 2023 and to City Council on September 5th, 2023. As a result, Council directed via **CR361/2023 ETPS 952**:

*That the report of the Executive Direction, Operations, dated July 6, 2023 entitled Alley Maintenance Standards-City Wide **BE RECEIVED**; and,*

*That Scenario 1: One-time funding from Reserves as outlined in the administrative report of the Executive Director, Operations **BE APPROVED**; and further,*

*That Administration **BE REQUESTED** to report back to City Council with a specific proposed framework and work plan for the previously approved Alley Standards and Development Committee.*

This report outlines a foundational step necessary to developing, maintaining, and enforcing standards for the City's alleys as first outlined in Council Report S 69/2021.

Discussion:

To initiate the work identified in the previously mentioned S 69/2021 report, Administration proposes the creation of an ad hoc Alley Committee comprised of representatives from various City departments including:

- Public Works Operations;
- By-law Enforcement;
- Finance;
- Planning;
- Parks; and
- Legal.

The role of the ad hoc Alley Committee is to identify all paved alleys and classify them based on criteria such as usage, condition, and other relevant characteristics. The committee will identify alleys that are essential for providing current municipal services, such as waste collection. In addition, they will evaluate the potential for developing active transportation connections downtown as recommended in the Active Transportation Master Plan. This classification will guide the prioritization of future actions, including maintenance and enforcement.

Based on the priority level identified for alley maintenance, a set of enhanced enforcement standards is vital and will need to be developed. This is very similar and coincides with Council Question **CQ22-2023**, asked by Councillor M. McKenzie at the meeting of Council held on July 10, 2023.

“Asks that Administration be directed to provide options on targeted and pro-active enforcement in paved alleys to address garbage, vandalism, encampments, and land maintenance concerns up to and including any possible

collaborative efforts that can be initiated with other City departments and resources.”

A report from the Manager of Licensing & Enforcement is currently being drafted and will identify the availability of strategic compliance and enforcement responses based on current resources, which will include community outreach/education and targeted blitzes that utilize 311 data and Councillor/citizen feedback. The report is expected to be brought forward to Committee and Council during the second quarter of 2024.

The examination of grass alleys will also be undertaken by the Committee, evaluating the feasibility of the City initiating closures. This task coincides with the July 20, 2023 Council Question CQ 21-2023, , which *“asks that administration be directed to provide council with a feasibility report on the elimination of the alley closure application fee of \$1505 (and other associated fees) to assist in the acceleration of closing residential alleys.”*

The Planning Department is working on the requested report, with a targeted presentation date to the Development & Heritage Standing Committee in the second quarter of 2024. This report will also detail the factors that prolong the timeline for closing residential alleys and offer solutions for reducing it.

In terms of enhancing and revitalizing alleys, the ad hoc Alley Committee will explore developing criteria for such initiatives, recognizing that the impetus and financial support for these efforts are expected to originate from Business Improvement Areas (BIAs) and the private sector, rather than the City itself.

The work by the ad hoc Alley Committee is viewed as foundational in addressing Council’s direction to developing, maintaining and enforcing a set of standards for the City’s alleys.

In summary, the deliverables to support Council’s goal of developing and enforcing a set of alley standards will be:

- Identify all paved alleys;
- Classify the alleys based on criteria such as usage, condition, and strategic relevance;
- Identify essential paved alleys for municipal services;
- Evaluate the potential for developing active transportation connections downtown as recommended in the Active Transportation Master Plan;
- Prioritize alleys for maintenance work, enforcement (as identified in the Manager, Licensing & Enforcement’s report noted above which will identify the availability of strategic compliance and enforcement responses based on current resources) and alley closure candidates (including grass alleys); and
- Explore the conditions necessary for alley enhancement and revitalization, with an understanding that funding and initiative will come from BIAs and the private sector.

The Committee will undertake to report back to Council for consideration.

Risk Analysis:

The work described above will involve the dedication of time and effort from members of the ad hoc Administrative Alley Committee across various City departments, who must balance this work with other priorities.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Beyond the time required for ad hoc Alley Committee members and departmental staff to carry out the work described in the report, no additional costs have been identified at this time. Through the work carried out by the Committee, any operational and/or capital funding requirements will be identified and will form part of the information brought back to Council for consideration.

Consultations:

Phong Nguy, Manager, Contracts, Field Services & Maintenance

Shawna Boakes, Executive Director of Operations / Deputy City Engineer

Craig Robertson, Manager, Licensing & Enforcement / Deputy Licence Commissioner

Greg Atkinson, Deputy City Planner - Development

James Chacko, Executive Director, Parks & Facilities

Natasha Gabbana, Senior Manager of Asset Planning

Aaron Farough, Senior Legal Counsel

Mark Spizzirri, Manager, Performance Measurement & Business Case Development

Rob Slater, Executive Initiatives Coordinator

Conclusion:

The work of the ad hoc Alley Committee is considered foundational for developing, maintaining, and enforcing standards for the City's alleys as outlined in Council Report S 69/2021.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Winterton	Commissioner, Infrastructure Services
Joe Mancina	Chief Administrative Officer

Notifications:

N/A

Appendices:



Subject: Information regarding adding trees along the E.C. Row Expressway on the North and South sides between Walker Road and Howard Avenue - City Wide

Reference:

Date to Council: April 24, 2024
Author: Mark Winterton
Commissioner, Infrastructure Services
(519) 255-6247 ext. 6356
mwinterton@citywindsor.ca

Public Works - Operations
Report Date: 2024-04-05
Clerk's File #: SRT2024

To: Mayor and Members of City Council

Recommendation:

THAT this report regarding adding trees along the E.C. Row Expressway between Walker Road and Howard Avenue **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At its September 6th meeting of Council, Councillor Kieran McKenzie asked the following question:

CQ 17-2022

"Asks that Administration report back to Council on traffic noise along the EC Row corridor where sound mitigation measures are not in place close to sensitive land uses."

At the May 24, 2023 Environment, Transportation & Public Safety Standing Committee meeting, the Committee directed that

ETPS 94 That the report of the Commissioner, Infrastructure Services dated May 4, 2023 entitled "Traffic Noise along the E.C. Row Corridor Close to Sensitive Land Uses without Sound Mitigation Measures – City Wide – CQ 17-2022" BE RECEIVED for information; and,

That Administration BE REQUESTED to work with the Parks Department and City Forester to investigate opportunities to add trees along E.C. Row Expressway on the North and South sides between Walker Road and Howard Avenue.

This report is provided in response to the Committee's request regarding opportunities to add trees along the North and South sides of the E.C. Row Expressway between Walker Road and Howard Avenue.

Discussion:

Trees, while aesthetically pleasing and beneficial for the environment, are not the most effective tool for creating sound barriers along expressways. Solid barriers are much more effective at blocking sound because they provide a continuous, dense surface that prevents sound waves from passing through.

As trees are unable to provide the continuous, solid surface needed to effectively block and reflect sound waves. Sound can easily diffract, or bend, around individual trees and through the gaps between them, allowing noise from the expressway to permeate the area. To mitigate some of the limitations that trees provide, the selection process of the types of trees to be planted is a critical function. When selecting a species for a noise barrier, it is best to choose something dense with foliage for all or most of the year. (i.e. conifers such as spruce, pine, cedar, etc.). As a substitute, in the past, Columnar English Oak have been used as a barrier due to their dense branch arrangement as well as the fact that they hold onto their leaves well into the winter and their tolerance for the urban environment (such as pollution and salt). The City has been using Columnar English Oak trees to replace spruce and pine trees as they die on the Jefferson berm. Other columnar varieties such as Columnar Maple, Arnold Columnar Tulip and Dawyck Purple Beech should also be considered as this would help to avoid monoculture planting, which can lead to concerns with disease and insect issues.

The distance between Howard Avenue and Walker Road is approximately 2 km, with a total of 4 km encompassing both sides of the Expressway. Due to existing trees in the proposed planting zone, it is estimated that a total of 2 km of new trees would need to be planted along this corridor.

Typically, for optimal tree planting conditions, a minimum of four meters of space between the drainage and the fence is required.

The grade is also critical to enable healthy root growth, stability, and adequate space for the trees to reach their full potential, maximizing their effectiveness as a noise barrier. It is recommended that changes to the grade be made in order to create more space beside the ditches to ensure there is enough room for digging holes next to the ditch (between the ditch and the fence) for planting. Ideally, four meters of space is needed for planting, but most trees could likely be planted in an area of approximately 1.5 to 2 meters. However, this is not ideal as it may result in a higher loss of trees, depending on the selected species. In some locations, moving the fence may be an option to minimize changes to the grade and drainage.

To ensure proper drainage and protect the newly planted trees from salt damage, adjustments to the ditch are also necessary. This is critical because inadequate drainage could result in salt reaching the trees, posing a significant threat to their form, health, and survival. Modifying the ditch will provide enough room for routine drainage maintenance work, and allow excess water and salt to drain away from the tree roots.

The City Forester would recommend planting trees within this corridor only in locations where the following parameters are satisfied:

- Away from the E.C. Row Expressway;
- Away from any sub-grade infrastructure;
- Away from the fence;
- Away from the ditch;
- Away from the slope;
- Available room for drainage (and drainage maintenance work)
- So as not to impede the use of the multi-use trail;
- So as not to block sight lines for traffic or pedestrians; and

Based on the parameters above, until a detailed analysis is completed of the site after improvements have been undertaken the exact number of trees that could be planted is unknown. At this time, there is a high-level estimate that a maximum of 1,640 trees could be required.

Risk Analysis

The use of trees comes with the risk that the optimal level of noise abatement will require time. Noise abatement will be incremental following tree growth. Substantial increase in noise abatement will start to occur post-8 years after planting.

There is also a potential for some tree loss (about 10%) creating gaps in the barrier, which will require replanting and may limit the effectiveness of the noise abatement functions of the trees.

Newly planted trees face risks, particularly regarding proper hydration. To address this risk, the City employs the use of gator bags, which facilitate a slow and steady release of water, ensuring the newly planted tree receives adequate moisture. Tree protectors and mulch are used on newly planted trees to safeguard them from physical damage, retain soil moisture, and regulate temperature (keeps the soil cooler in the summer and warmer in the winter, providing a more stable environment for the developing roots).

Accessibility to maintain trees in this corridor will be challenging and will require extra resources than tree planting done on the City Right of Way. Also, there is potential conflict between tree and drainage maintenance in this corridor given that some trees have been inevitably removed on past occasions to access drainages for maintenance work.

Climate Change Risks

Climate Change Mitigation:

Trees play a crucial role in reducing greenhouse gases as they absorb carbon dioxide during photosynthesis and store it in their biomass, effectively acting as natural carbon sinks that help mitigate climate change.

Climate Change Adaptation:

N/A

Financial Matters:

Currently there are no Operating or Capital funds identified within the Parks or Public Works 2024 Budget to support this tree planting project.

Tree Planting and Tree Maintenance Costs

During normal planting seasons the cost for tree procurement (cost per tree) including non-recoverable HST is approximately \$250-\$300 for 45-50 mm caliper trees based upon current expenditure pricing depending upon the type of tree planted. The estimated total procurement cost of the 1,640 trees is \$410,000 - \$492,000. Planting cost is approximately \$150 - \$200 (depending on the size of root balls). The estimated total planting cost of the 1,640 trees is \$246,000 - \$328,000.

There are other associated costs included within the 2 year tending until the trees are established. Cost will include watering, gator bags, tree protectors and mulching. These costs, including the non-recoverable HST, will be approximately \$350 - \$400 per tree. The estimated total maintenance associated cost of the 1,640 trees is \$574,000 - \$656,000.

In total the cost to purchase, plant and maintain the trees is estimated to be between \$1,230,000 - \$1,476,000.

Changes to Grade, Drainage and Fence Costs

The high-level estimated costs associated with the necessary fence and drainage modifications is \$400k (\$100k for the fence (2km's or half the distance), and \$300k for regrading and restoration). As noted, the estimate of \$400K is a construction estimate and is based on high-level assumptions. If Council were to direct Administration to proceed with these improvements, Engineering will develop a detailed scope of work together with detailed cost estimates in cooperation with the Parks Department.

Additionally, the source of funding for tree procurement and associated establishment expenditures, as shown above, will need to be identified as there is no existing funding identified within the Forestry Operating and Capital Budget. The scope of work identified within this report cannot be accommodated as a corporate project within the current budgets approved by Council. Should Council wish, Administration can provide a more accurate estimate in time for the 2025 budget deliberations

The total costs associated with procuring, planting and tending to approximately 1,640 trees as well as making the necessary changes to the grade, drainage and fence would have to be researched closer to the time of implementation but in total, the estimated cost for the work is **\$1,630,000 - \$1,876,000.**

Consultations:

Yemi Adeyeye, City Forester

Erika Benson, Financial Planning Administrator

Emilie Dunnigan, Manager Development Revenue and Financial Administration

Rob Slater, Executive Initiatives Coordinator

Michael Dennis, Manager, Strategic Capital Budget Development and Control

Alex Vucinic, Manager, Purchasing/Risk Management

Conclusion:

While trees do not serve as the most effective sound barriers along expressways, their environmental and aesthetic benefits remain invaluable. As there are already a number of trees in this corridor, the strategic planting of additional trees within the physical limitations of the environment, ensuring they are positioned away from the expressway, the fence, drainage systems, multi-use trails, sub-surface infrastructure and without impeding sightlines would have an overall community benefit

Planning Act Matters:

N/A

Approvals:

Name	Title
James Chacko	Executive Director, Parks and Facilities
Ray Mensour	Commissioner, Community Services
Mark Winterton	Commissioner, Infrastructure (A)
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

N/A



Subject: Response to CQ 9-2024 - Deficient Roads and “Like for Like” Policy - City Wide

Reference:

Date to Council: April 24, 2024
Author: Mark Winterton
Commissioner, Infrastructure Services
(519) 255-6247 ext. 6356
mwinterton@citywindsor.ca

Public Works - Operations
Report Date: April 5, 2024
Clerk’s File #: SW2024

To: Mayor and Members of City Council

Recommendation:

THAT report S 43/2024, “Response to CQ 9-2024– Deficient Roads and “Like for Like” Policy”, **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On Monday, February 12, 2024, Councillor Marignani asked the following Council Question:

CQ 9-2024:

Asks that Administration report back regarding a strategy with option to rectify current deficient roads that are not part of our 10-year Capital Budget, while adhering to the budget constraints of the Asset Management Plan – In addition as an interim solution for roads designated as a “like for like” policy without service upgrades. Helping Neighbourhoods where LIP option is financially challenging, this approach aims to enhance constituents’ well-being by offering clearer insight to city policy and ensuring equitable solutions to our residents.

This report is provided in response to CQ 9-2024.

Discussion:

The City of Windsor has an Asset Management Plan (AMP), which includes a four year (2023-2026) AMP levy increase of 0.25% to address the desired service level improvements for Local Residential roads, as well as a Local Improvement Program.

As noted in report C 39/2023, "Response to CQ 3-2022 - Deficient Residential Roads Not in 10-Year Capital Budget":

"The adoption of the 2018/2019 AMP and its recommended Roads Investment Strategy outlined the following decision-making guidelines in order to help reach the goal of stabilizing the current level of service for our road network:

- 1. Shift from a 'worst first' prioritization approach based on condition, to a risk-based prioritization approach where the City's most important assets are given preferential treatment.*
- 2. Best efforts will be made to keep EC Row, Arterial and Collector roads from sliding into the reconstruction only category, aiming to have none in Poor or Very Poor condition. Roads order of priority will be:
 - a. EC Row*
 - b. Arterial*
 - c. Collector*
 - d. Local (industrial, commercial, residential)**
- 3. Roads which have sewer or water work scheduled to be completed will have priority to maximize benefits of shared capital costs between the City's service areas.*
- 4. Consideration for roadways impacted by legislation, regulations, environmental studies, transportation policies or traffic studies.*
- 5. Mill and pave will only be done on roads where it will yield 10-15 years of added life.*
- 6. Local roads will be managed as best as possible recognizing that, based on current funding levels, a percentage of those roads will always be in the Very Poor category.*

The levels of service for Local Roads in the 2018/2019 AMP, notes the following:

"As there is a low risk of failure of local roads and alleys, both in terms of likelihood of an adverse event and the consequences to the City, other higher risks assets like expressway roads should be prioritized."

Given the goals of the AMP and its requirements under O. Reg 588/17, Administration does not recommend changes to the current methodology in which road maintenance and rehabilitation are prioritized. Further, it is not recommended that the funding currently assigned to road rehabilitation work in

the 10-year Capital Budget based on AMP principles, be redirected to support enhanced work for Local Residential roads.

Recognizing however, the importance of Local Residential Road conditions on the overall road network rating and level of service, should Council wish to provide direct and dedicated funding for the improvement of service levels to Local Residential roads it is recommended that an additional component be added to the AMP levy in order to address this enhanced service level requirement without impacting the risk based funding currently provided for and prioritized in the AMP. This separate component would allow for a dedicated stream of funding to deal specifically with this asset category. Further, the establishment of this specific funding stream can be seen as an advancement of the 2025 AMP requirement to define proposed levels of service, with the approved incremental amount being incorporated into future AMP updates and financing strategies related specifically to Local Residential roads.”

As a result, Council via Decision Number B2/2023 approved *“the implementation of an annual AMP levy increase of 0.25% to achieve the desired service level improvements for Local Residential roads for each of the next four years, beginning in 2023 and ending in 2026.”*

Further to this approval, report S 147/2023 – Selection Criteria for Candidate Roads under the Local Residential Road Repair Program outlined the methodology for selection of the most suitable candidate roads:

With respect to determining which roads are rehabilitated or reconstructed under the Local Road Rehabilitation Program, the following strategies and rationale will be used for local road rehabilitation selection and prioritization.

1. Road Condition Rating:

The first criteria for selecting residential roads for repair is their current condition. Roads that are in poor condition and likely to deteriorate (1-5 Deficient Roads) further should be given priority for repair. The City assigns a ranking to its roads based on visual inspection of the pavement. These inspections are performed each year from spring to mid-summer on a scheduled basis.

2. Planned Sewer or Water Work:

The second criteria consideration for selecting roads for repair is whether they have sewer or water work planned. Roads which already have sewer or water work scheduled to be completed within the next 5 years will be excluded from consideration under the residential road repair program.

3. Local Improvement:

The third recommended consideration for selecting residential roads for repair is whether they are part of a local improvement project. Local improvement projects typically involve upgrades to infrastructure, such as adding curbs, sidewalks or street lighting. Repairing the road as part of a larger project can help to ensure that all aspects of the infrastructure are upgraded and that the road is in good

condition for the long-term. Road work as part of a Local Improvement Project may be considered under the residential road repair program.

4. Other Considerations:

Additionally, there are other considerations for roadways that will be taken into account. Such considerations include roads impacted by legislation, regulations, environmental studies, transportation policies or traffic studies. Additionally, mill and pave work will only be done on roads where it will yield 10-15 years of added life.

Council will soon receive, through a separate report, a status update on the progress of the Local Improvement Program implementation. In that report, Council will be asked to approve the prioritization of the Local Improvement Projects (LIPs) presented.

Adherence to the City's AMP and the LIP are crucial for the long-term sustainability of the City's road infrastructure. By sticking to the plan, the City of Windsor can ensure that resources are used wisely, that the most pressing issues are addressed first, and that the overall quality of life for its residents is improved.

As of the writing of this report, there are 222.09 Lane Km of deficient Local Roads in the City of Windsor. To simply replace the surface "like for like", without any additional improvements such as curb replacement or installation, regrading with proper drainage, or new sewer installations, the cost is estimated to be approximately \$36 million. The life expectancy of the road after such a basic improvement is estimated to be between 2-5 years, depending on the type of material used in the road's construction. It is important to note that any existing issues, such as old curbs, lack of curbs, insufficient parking, gravel, and drainage concerns, will persist. In some instances, there is a risk that water pooling from road depressions may overflow onto adjacent curbs, potentially leading to further pooling problems.

The next level of repair is "Hard Surface Replacement," which includes panel replacements or full-depth milling and paving, while maintaining the concrete base in composite asphalt structures. The cost associated with Hard Surface Replacement is approximately \$59 million, with an estimated life expectancy of the road after such an improvement being about 15 years.

The reconstruction option for these roads is estimated to cost approximately \$155.5 million, with the life expectancy of the road after such an improvement being about 25 years. This approach represents best practices and offers residents the greatest value for their investment, however it is the most costly option.

Notwithstanding the significant cost of a 'like for like' policy, which cannot currently be accommodated within the existing capital budget without major reprioritization of capital works, this approach does support the risk-based asset management practices outlined in the last Asset Management Plan (AMP). The Roads Investment Strategy shifted from a "worst-first" prioritization approach to a risk-based prioritization approach where the City's most important assets are given preferential treatment. The current order of priority is:

- a. EC Row
- b. Arterial
- c. Collector
- d. Local (industrial, commercial, residential)

Furthermore, implementing a 'like for like' policy would be a long-term endeavor, taking many years to address current road deficiencies. Given the extended timeframe, there is also the possibility that other priorities could impact the policy's implementation.

Risk Analysis:

Allocating funds to insufficiently repair deficient roads detracts from proactive measures that could prevent the initial decline of these roads. Such an approach proves financially inefficient and initiates a perpetual cycle of degradation and repair, thereby escalating the long-term expenses and hazards linked to road maintenance.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Effort has been undertaken to estimate the current amount of funding that would be required to address roads which are currently deficient.

The chart below presents current information on the number of lane kilometers (Lane KM) of deficient local roads, the estimated costs of various approaches to addressing them (surface treatment, hard surface replacement, and reconstruction), and the associated life expectancy of the road after implementing each approach.

2024	Lane KM	Total Cost (in 2024 dollars)			Life Expectancy		
		Surface Treatment*	Hard Surface Replacement**	Reconstruction	Surface Treatment*	Hard Surface Replacement**	Reconstruction
Local (Asphalt)	95.07	\$ 14,973,525.00	\$ 23,458,522.50	\$ 65,384,392.50	5	15	25+
Local (Composite)	104.25	\$ 16,419,375.00	\$ 26,271,000.00	\$ 70,822,237.50	5	15	25+
Local (Concrete)	22.77	\$ 4,446,981.00	\$ 9,372,132.00	\$ 19,365,885.00	2	15	25+
Total	222.09	\$ 35,839,881.00	\$ 59,101,654.50	\$ 155,572,515.00			

Disclaimers:

1. *Surface Treatment includes surface mill and paves or overlays.
2. ** Hard Surface Replacement includes panel replacements or full depth mill and paves but maintains the concrete base in composite asphalt structures.
3. There are 0.098 lane KM of brick pavers and 13.11 lane KM comprised of various types of road structures that would require further investigation.
4. These numbers are valid for the 2024 construction season only and would need to be adjusted for any future years.

The 2024 Capital Budget includes funding of \$18.7 million in funding for 2024 road rehabilitation and reconstruction, and just over \$220.5 million over the 2024-2033 time period. In addition, the City is currently undertaking and will be undertaking in the future, several projects where road rehabilitation and reconstruction is a component of the project, such as the Cabana Road project and the City’s numerous Sewer Rehabilitation projects.

The mill and pave program for roads, which is roughly 40% of the cost of reconstruction, is a prime example of a preventive maintenance approach that is applied to road infrastructure. Using this strategy, the City can significantly reduce the costs associated with road reconstruction and avoid the negative consequences of allowing roads to deteriorate to "Poor" or "Very Poor" conditions.

By allocating resources towards preventive maintenance and rehabilitation programs for roads, the City can avoid the higher costs and significant risks associated with reactive repairs. This strategy not only ensures the long-term sustainability of the City’s road infrastructure but also protects the safety and well-being of its residents.

Implementing any of the options noted above would require a significant reprioritization of the existing capital budget and would require that the current asset management

practices in place for the repair and rehabilitation of the City's road infrastructure be reconsidered.

Consultations:

Phong Nguy, Manager Contracts, Field Services & Maintenance

Natasha Gabbana, Senior Manager of Asset Planning

Adam Mourad, Engineer II

Rob Slater, Executive Initiatives Coordinator

Mark Spizzirri, Deputy Treasurer Financial Planning (A)

Conclusion:

Investing in the inadequate repair (“like for like”) of deficient Local roads would divert funds from preventive measures that could prevent roads from becoming deficient in the first place. This approach is not financially efficient and would lead to a cycle of continuous deterioration and repair, ultimately increasing the long-term costs and risks associated with road maintenance.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Deputy Treasurer Financial Planning (A)
Shawna Boakes	Executive Director, Operations / Deputy City Engineer
Mark Winterton	Commissioner, Infrastructure (A), City Engineer
Natasha Gabbana	Senior Manager of Asset Planning
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

N/A

Appendices:



Committee Matters: SCM 33/2024

Subject: Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 987**

THAT the report of the Senior Manager, Traffic Operations & Parking, dated January 12, 2024 entitled “Traffic Signal at Tecumseh Road E and Robinet Road-Ward 7” **BE RECEIVED** for information; and,

THAT administration **BE DIRECTED** to provide an additional information memo which includes the data requested in the original Council Question; and that the information **ALSO INCLUDE** the potential of a no left turn at Robinet Road onto Tecumseh Road; and,

THAT this information **BE PROVIDED** to Council when the committee report comes forward to a future Council Meeting for Council’s consideration.
Carried.

Report Number: S 7/2024
Clerk’s File: ST2024

Clerk’s Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **NOT** the same.
2. Please refer to Item 8.6 from the Environment, Transportation & Public Safety Standing Committee held on January 31, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240131-1/9462>

Subject: Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7

Reference:

Date to Council: January 31, 2024

Author: Ian Day

(A) Senior Manager, Traffic Operations & Parking

519-255-6247 x 6054

iday@citywindsor.ca

Public Works - Operations

Report Date: January 12, 2024

Clerk's File #: ST2024

To: Mayor and Members of City Council

Recommendation:

THAT report S 7/2024, "Traffic Signal at Tecumseh Road E and Robinet Road" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the Meeting of City Council on Tuesday, September 5, 2023, Councillor Marignani asked CQ25-2023 as follows:

"Asks that Administration come back with a report explaining the need for traffic lights at the intersection of Robinet and Tecumseh Rd. To include details such as traffic volume, recent police incidents, and any growing trends in ward seven that indicates the necessity for traffic lights at this intersection. It was also requested that a meeting be set up with traffic department to discuss this concern as well as a follow up with the administration to check on the progress as soon as possible."

Discussion:

Traffic signal warrants review volume of traffic, volume of pedestrians, delays on the side street, number of lanes, operating environment and collision data. Revised traffic counts were completed in the fall of 2023 and collision data for the past three (3) years was reviewed, and a warrant was completed based on these revised numbers. At this time, a signal is not warranted at the intersection of Tecumseh Road E and Robinet Road.

Traffic signal warrants are completed based on current data. They do not look at future data and modeling of an area. Future forecasting is typically completed as part of an Environmental Assessment (EA) process.

The Tecumseh Road EA was completed in 1996 to address capacity, safety, and operational improvements along Tecumseh Road East between Jefferson Boulevard and Banwell Road. The Environmental Study Report (ESR) recommended a signal at this intersection as part of future upgrades to Tecumseh Road which included the expansion of Tecumseh Road E to a 7 lane cross section and the addition of a westbound left turn lane.

To date, the expansion of Tecumseh Road E has been completed from Jefferson Blvd to just east of Yolanda Street. The next section of this project is planned for reconstruction of the intersection of Forest Glade Drive and Tecumseh Rd E with funding in the years 2026-2030 followed by design of improvements from the Little River bridge to Forest Glade Drive. However, the section from Banwell to Forest Glade Drive is not funded at this time.

Traffic experts and associated publications highlight the fact that while there are safety benefits to installing a traffic signal, there are many negative consequences to installing them where they are not warranted.

Risk Analysis:

As noted above, the installation of a traffic signal at this location may increase collisions due to the lack of proper lane configuration on Tecumseh Road E.

Climate Change Risks

Climate Change Mitigation:

There is an increase in emissions with the addition of a traffic signal as there is an increase in idling while waiting at a red light.

Climate Change Adaptation:

N/A

Financial Matters:

There is no cost to receive this report for information.

The average cost to install a new traffic signal is in the range of \$150,000 to \$200,000 without any geometric changes. Project ECP-009-07 Intersection Improvements Program is the only capital fund available that can be utilized for new signals, outside of full road reconstruction projects that are tied to an EA. Improvements selected for funding from this project are based on the most current road safety report. This project currently has approximately \$1,350,000 in available funding – in addition, the 2024 Recommended Capital Budget, if approved as presented, allocates an additional \$300,000 to this project, bringing the total available funding to \$1,650,000. There are,

however, a number of other projects higher in the priority list which will potentially consume the full available amount.

All available and future years funding in the 2023 10-year Capital budget related to project ECP-005-07 (Tecumseh Rd. E. Infrastructure Improvements) are currently earmarked to complete the intersection of Tecumseh Rd. E. and Forest Glade Drive and to initiate the design for Tecumseh Rd. E. from the Little River bridge to Forest Glade Drive. The balance of the implementation of the ESR, including the intersection of Tecumseh Rd. E. and Robinet are not currently funded in the 10-year Capital budget.

Consultations:

Kathy Buis, Financial Planning Administrator – Engineering

Mike Dennis – Manager, Strategic Capital Budget Development & Control

Conclusion:

Administration recommends not installing a traffic signal at this intersection, at this time. Should Council choose to move forward with the installation of a signal at this location outside of the Tecumseh Road E EA upgrades, a funding source would need to be identified.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Stacey McGuire	Executive Director of Engineering
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Additional Information to Report S 7/2024 – Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7

Reference:

Date to Council: February 26, 2024

Author: Ian Day

(A) Senior Manager, Traffic Operations & Parking Services

519-255-6247 ext 6054

iday@citywindsor.ca

Public Works - Operations

Report Date: February 8, 2024

Clerk's File #: ST2024

To: Mayor and Members of City Council

Recommendation:

THAT report AI 3/2024, "Additional Information to Report S 7/2024 – Traffic Signal at Tecumseh Road E and Robinet Road," **BE RECEIVED** for information, and

THAT the report of the Senior Manager, Traffic Operations & Parking, dated January 12, 2024 entitled "Traffic Signal at Tecumseh Road E. and Robinet Road-Ward 7" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At its January 31, 2024 meeting, the Environmental, Transportation and Public Safety Standing Committee adopted decision ETPS 987:

Decision Number: ETPS 987

THAT the report of the Senior Manager, Traffic Operations & Parking, dated January 12, 2024 entitled "Traffic Signal at Tecumseh Road E. and Robinet Road-Ward 7" **BE RECEIVED** for information; and,

THAT administration **BE DIRECTED** to provide an additional information memo which includes the data requested in the original Council Question; and that the information also include the potential of a no left turn at Robinet Road onto Tecumseh Road; and,

THAT this information BE PROVIDED to Council when the committee report comes forward to a Council Meeting for Council's consideration.

At the Meeting of City Council on Tuesday, September 5, 2023, Councillor Marignani asked CQ25-2023 as follows:

“Asks that Administration come back with a report explaining the need for traffic lights at the intersection of Robinet and Tecumseh Rd. To include details such as traffic volume, recent police incidents, and any growing trends in ward seven that indicates the necessity for traffic lights at this intersection. It was also requested that a meeting be set up with traffic department to discuss this concern as well as a follow up with the administration to check on the progress as soon as possible.”

Discussion:

Data requested through the Council question and Standing committee was for volumes, recent police incidents, and growing trends in Ward 7.

A turning movement count was performed at the intersection of Tecumseh Road E. and Robinet Road on September 20, 2023 and the following data was collected:

- Total Vehicular Volume EB/WB on Tecumseh Road E. (9 hour peak time volume) – 14,672
- Total Vehicular Volume NB/SB on Robinet Road (9 hour peak time volume) – 946
- Total Pedestrian Volume EB / WB across Robinet Road – 88
- Total Pedestrian Volume NB / SB across Tecumseh Road E. – 1

ARIS Data was downloaded in October of 2023 and there were 4 noted incidents at the intersection between January 2020 and October of 2023. Of the incidents, only 2 were assessed as being reducible with the installation of signals. Subsequent to the Standing Committee meeting, Administration reached out to Windsor Police Services directly and their records indicate a total of 5 incidents, of which 2 were assessed as being reducible with the installation of signals. The difference in the numbers was due to timing of submission of the report from Windsor Police to the ARIS system. For some incidents, the length of time to complete the investigation will extend and therefore not be submitted for a number of months after the incident occurs. That was the case for an incident that happened in August of 2023 at this intersection. However, this incident does not change the results of the warrant.

Growth trends and forecasting are looked at through both an Environmental Assessment (EA) and Traffic Impact Studies (TIS). An EA was completed for Tecumseh Road E. from Jefferson to Banwell in 1996 which projected that a traffic signal would be warranted at this intersection in the future. TIS's are typically completed by a developer when a proposed development may impact traffic patterns in a certain area. A number of TIS's have been completed in the area surrounding Banwell and Tecumseh Road E. in the past year, none of which have indicated the

need to add a signal at the Tecumseh Road E. and Robinet Road intersection. A TIS would take into account all known development in an area.

As noted in the original report, the EA for Tecumseh Road E. indicated that Tecumseh Road E. from Lauzon to Banwell would be a 6-lane cross section with left turn lanes at all proposed signal locations. Adding a traffic signal at the Robinet location without the left turn lane would be considered a safety concern as it is expected to increase the number of incidents at this location.

Administration did not undertake a separate TIS nor a re-assessment of the existing EA for this specific intersection. To undertake this work, Administration would be required to hire a consultant.

TIS and EA's forecast estimated projection of traffic volumes, usually related to growth. A traffic signal warrant analyses current conditions at an intersection. Even though a previous EA may have projected that a signal would be warranted at some point in the future, a traffic signal warrant should always be completed prior to installation to determine if the projections came to fruition. In the case of the Tecumseh Road East/Robinet Road intersection specifically, the 20 year projections have yet to be realized, even accounting for rezoning of many properties to a denser residential use and the EV Battery Plant development in the East end.

The projections in the original EA were for a forecasted year of 2014 and in general, the actual values in 2024 are on average 40% of the levels projected.

Table 1 – Projected vs. Actual Volumes

	2014 Projected Volumes	2024 Actual Volumes
EB	2,250	1,094
WB	1,600	865
NB	230	100
SB	150	22

Administration provided recommendations to Council with regards to the installation of traffic signals at unwarranted locations. As noted in that report, installing unwarranted traffic signals can have many negative affects;

- Increased number of incidents at the intersection,
- Increased volume of cut through traffic to the neighbourhood,

- Extended vehicle cueing in the neighbourhood which increases emissions, and
- Delays to traffic on the arterial road, thus causing the higher potential for speeding and road rage.

Traffic control warrants, including both all-way stop warrants and signal warrants, consider what is referred to as a 'reducible' incident. Not all incidents that occur on the roadways and specifically at intersections can be reduced with the installation of a new traffic control device. The following types of incidents are not considered reducible through the installation of a new traffic signal;

- Rear end collisions,
- Collisions between vehicles proceeding in the same or opposite directions, one of which makes a turn across the path of the other,
- Incidents involving pedestrians and turning vehicles, both moving on the same GO interval, and
- Other types of pedestrian incidents, if pedestrians do not obey the traffic signals.

The National Cooperative Highway Research Program (NCHRP), published Report 491, Crash Experience Warrant for Traffic Signals in 2003. In this report, they state that ***“The installation of a traffic control signal because of a spectacular or much-publicized accident, or because of a small number of accidents, is strongly condemned.”*** While this report is fairly old, all new guidelines and studies continue to support this statement.

Furthermore, the Standing Committee requested that Administration review the possibility of restricting left turns from Robinet Road onto Tecumseh Road E. There is nothing in the standards and guidelines that would prohibit this change. However, there are a number of existing driveways on Tecumseh Road E throughout the corridor that allow for left turns. The main difference between those and Robinet Road is that it is anticipated that the driveway entrances are lower volume contributing directly to a reduction in the risk of an incident. A restriction on left turns from Robinet Road to Tecumseh Road E can be done, should Council direct, however Administration does not recommend it.

Risk Analysis:

Risks were identified in report S 7/2024.

Additionally, as noted above, this location does not warrant a traffic signal at this time thus installation of a signal would increase the risk of incidents. This is especially true if a signal was installed without a left turn lane.

Climate Change Risks

Climate Change Mitigation:

Risks were identified in report S 7/2024.

Climate Change Adaptation:

Risks were identified in report S 7/2024.

Financial Matters:

As noted in report S 7/2024, the cost to install a traffic signal is generally in the range of \$200,000. This cost does not include the civil work necessary to include a left turn lane on Tecumseh Road E. in order to accommodate a safe turning movement and reduce the number of rear end collisions. Additionally, this cost does not include civil work to install curbs and/or accessible ramps.

To install the traffic signals in the current configuration with proper AODA ramps and curbs (without a left turn lane), initial estimates are in the range of \$300,000 - \$350,000. Again, this is not recommended due to traffic related safety issues. Should the City proceed with installation as described herein this should be considered to be an interim solution as the EA improvements in the future would require a full re-build of the intersection. Some re-use of traffic signal infrastructure (approximately 50%) may be possible.

To install the traffic signals including upgrades to include left turn lanes on Tecumseh Road E., initial estimates are in the range of \$1.5M. Should the City proceed with installation as described herein this should be considered to be an interim solution as the EA improvements in the future would require a full re-build of the intersection. Some re-use of traffic signal infrastructure (approximately 20%) may be possible.

Funding information was provided in report S 7/2024. However, with the approval of the 2024 capital budget, Project ECP-009-07 has \$2,600,000 available funding in the five-year horizon, inclusive of previously approved funding. However, as noted in report S 7/2024, there are other projects with higher priority that will potentially consume this available funding.

Consultations:

Stacey McGuire – Executive Director, Engineering

Michael Dennis – Manager, Strategic Capital Budget Development & Control

Conclusion:

Administration does not recommend the installation of a traffic signal at the intersection of Tecumseh Road E. and Robinet Road.

Administration does not recommend restricting left turns from Robinet Road onto Tecumseh Road E.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator, Public Works
Shawna Boakes	Executive Director, Operations
Mark Winterton	Commissioner of Infrastructure Services
Janice Guthrie	Commissioner
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Councillor Angelo Marignani		

Appendices:

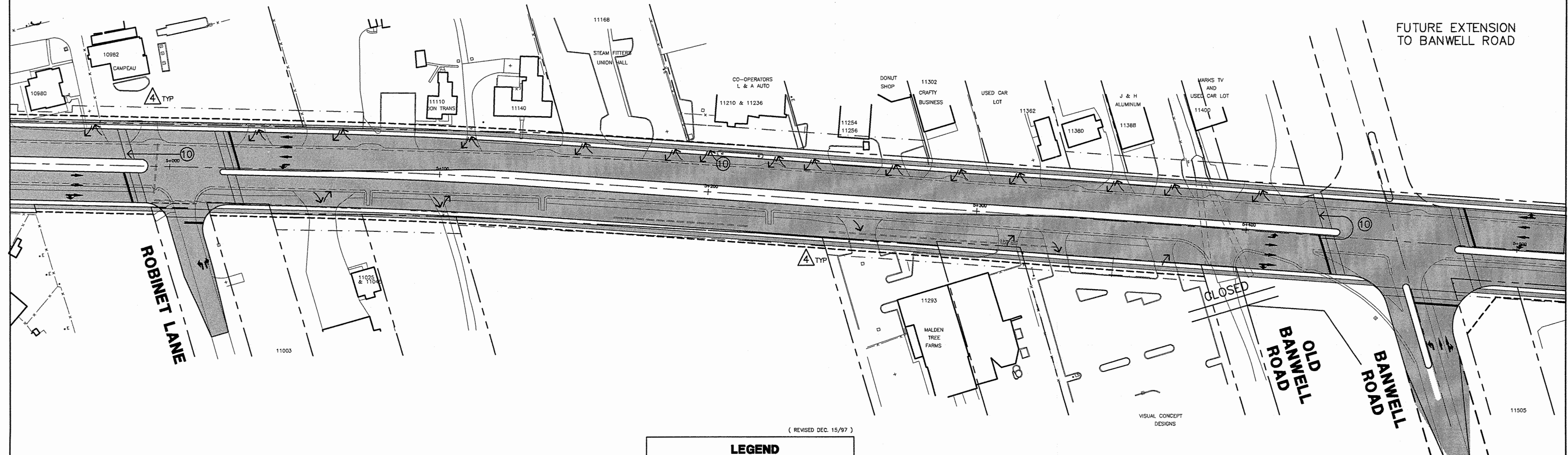
1. Tecumseh Road East Class Environmental Assessment – Figure 4.8(h) – Recommended Design Layout for Tecumseh Road E. and Robinet Road.

TECUMSEH ROAD EAST



POSSIBLE FUTURE ACCESS
TO INDUSTRIAL AREA

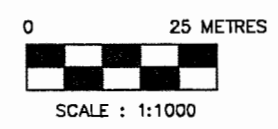
FUTURE EXTENSION
TO BANWELL ROAD



(REVISED DEC. 15/97)

- ↙ ↘ (13) LEFT TURN IN AND OUT PROHIBITED
(NUMBER CORRESPONDS TO TABLE 4.4)
- ⚠ TYP TYPICAL LOCATION OF IMPACT

LEGEND	
— — — — —	EXISTING PROPERTY LINE
- - - - -	EXISTING EASEMENT LINE
- - - - -	NEW PROPERTY LINE



'RECOMMENDED DESIGN'

FIGURE 4.8(h)

**Subject: Additional Information to Report S 7/2024 and AI 3/2024 –
Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7**

Reference:

Date to Council: April 24, 2024

Author: Ian Day

Senior Manager of Traffic Operations and Parking Services (A)

519-255-6247 ext. 6053

iday@citywindsor.ca

Public Works - Operations

Report Date: April 8, 2024

Clerk's File #: ST2024

To: Mayor and Members of City Council

Additional Information:

THAT report AI 6/2024 “Additional Information to Reports SCM 33/2024 & S 7/2024 & AI 3/2024 – Traffic Signal at Tecumseh Road E and Robinet Road,” **BE RECEIVED** for information; and,

THAT the report AI 3/2024, of the Senior Manager, Traffic Operations & Parking, dated February 26, 2024 entitled “Additional Information to Report S 7/2024 – Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7,” **BE RECEIVED** for information; and,

THAT the report S 7/2024, of the Senior Manager, Traffic Operations & Parking, dated January 31, 2024 entitled “Traffic Signal at Tecumseh Road E. and Robinet Road – Ward 7” **BE RECEIVED** for information.

Background:

At its February 26, 2024 meeting, City Council adopted decision CR85/2024 ETPS 987:

That the report of the Senior Manager, Traffic Operations & Parking dated January 12, 2024 entitled “Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7” BE REFERRED to a future Council meeting; and,

That administration BE REQUESTED to provide information regarding adding signage related to no left turn onto Tecumseh Road from Robinet Road.

At the Meeting of City Council on Tuesday, September 5, 2023, Councillor Marignani asked CQ25-2023 as follows:

“Asks that Administration come back with a report explaining the need for traffic lights at the intersection of Robinet and Tecumseh Rd. To include details such as traffic volume, recent police incidents, and any growing trends in ward seven that indicates the necessity for traffic lights at this intersection. It was also requested that a meeting be set up with traffic department to discuss this concern as well as a follow up with the administration to check on the progress as soon as possible.”

Discussion:

In reports S 7/2024 and AI 3/2024, the Administration reviewed Tecumseh Road E Environmental Assessment and also presented Signal warrant analysis at the intersection of Tecumseh Road E and Robinet Road, traffic volume data, collision history from ARIS Database, recent police incidents, and traffic growing trend in Ward 7. It was also explained as to why a traffic signal is not warranted and not currently recommended at this location due to variety of financial, technical and social liability issues resulting from the installation of an unwarranted traffic signal.

As per Council's question, the current AI intends to discuss feasibility and options to prohibit left turns (LT) onto Tecumseh Road E from Robinet Road.

The most recent Turning Movement Count (9 peak hour volume- September 2023) shows only 256 left turn movements from Robinet onto Tecumseh Road, out of 15618 total vehicular count which is about 1.6% of the total. The same count represents that 585 left turn maneuvers have been done from Tecumseh Road East onto Robinet Road which is almost 3.7% of the total movements. Intuitively, eliminating left turns at an intersection is expected to improve safety and traffic operation, however, particularly at non-signalized intersections it requires continuous enforcement. Additionally, there is an inherent safety risk that when drivers assume a certain behaviour from other drivers, they may react negatively when someone performs an illegal move.

Installation of the No Left Turn Sign on Robinet will confine the egress movements only to right turns. This can intuitively improve traffic operation as it reduces the delay for right turn egress movements, however, it requires constant monitoring and enforcement until ultimately changing the behaviour of drivers and forcing them to select Forest Glade intersection for left turn maneuvers. Windsor Police advise that while they can be available for targeted enforcement on some days/times, they are not able to provide on-going enforcement for extended periods of time.

To reduce the risk of No Left Turn violation, a channelizing island could be installed on Robinet to rigidly confine the egress movements to right turn only. Of course this option requires more detailed design to improve geometry at the intersection and to ensure that it doesn't generate any conflict and difficulty to the emergency vehicles, active transportation accessibility and surface water drainage. The right and left turn movements onto Robinet Road from Tecumseh Road East remains available. It is to be expected that there would be costs involved with the design and construction, however, it reduces intensity level of the enforcement and presence of police.

Risk Analysis:

As noted above, there is risk of traffic sign violation by drivers. Based on the assessment, the risk is low however the majority of the affected people would mainly be

the local residents. The numbers of vehicles do not indicate large numbers of cut through traffic.

Financial Matters:

There is no cost to receive this report, however should Council choose to further explore the channelized option additional funds would be required after a preliminary design has been reviewed.

Consultations:

Jenn Crosby - Inspector Patrol Support Branch

Conclusion:

While Administration does not recommend restricting left turns from Robinet Road onto Tecumseh Road E. the risk to installing this restriction is low. Should Council wish to consider the installation of a channelized island, Administration can bring forward a future report to present actual costs and possible funding sources

Approvals:

Name	Title
Shawna Boakes	Executive Director of Operations
Mark Winterton	Commissioner of Infrastructure Services (A)
Joe Mancina	Chief Administrative Officer

Appendices: