

## **Windsor Bicycling Committee - Meeting held May 8, 2019**

A meeting of the Windsor Bicycling Committee is held this day commencing at 5:00 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Councillor Kieran McKenzie, Chair  
Klaus Dohring  
Robert Hicks  
Jessica Macasaet-Bondy  
John Popham  
Alexa Sylvestre  
Ellen van Wageningen

### ***Regrets received from:***

Brian Churchmack  
Teena Ireland  
Erika Valvasori

### ***Guests in attendance:***

Lori Newton, Bike Windsor Essex  
Jennifer Escott, Bike Windsor Essex

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

Josette Eugeni, Manager, Transportation Planning  
Kevin Morse, Windsor Essex County Health Unit  
Karen Kadour, Committee Coordinator

## **1. Call to Order**

The Committee Coordinator calls the meeting to order at 5:05 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

## 2. Election of Chair

The Committee Coordinator calls for nominations from the floor for the position of Chair. J. Macasaet-Bondy nominates Councillor McKenzie, seconded by R. Hicks. The Committee Coordinator asks if there are further nominations from the floor for the position of Chair. Seeing none, the Committee Coordinator asks Councillor McKenzie if he accepts. Councillor McKenzie accepts and assumes the Chair.

Moved by J. Macasaet-Bondy, seconded by R. Hicks,  
That Councillor Kieran McKenzie **BE ELECTED** Chair of the Windsor Bicycling Committee.  
Carried.

The Chair invites the members, resource and guests to introduce themselves.

## 3. Declaration of Conflict

K. Dohring discloses an interest that he has developed a “cargo bike” that he assembles in his shop and he notes that this is not a commercial enterprise at this time but is merely a hobby.

## 5. Presentation

Lori Newton, Bike Windsor Essex provides an overview of initiatives and programs related to Bike Windsor Essex as follows:

- “Wrench-up” – Learn how to fix and maintain your bicycle
- “Cycle Smart” – Gain the skills, knowledge and confidence to cycle smart
- Bike Security – Simple steps to shield against bike theft – Download the 529 Garage smartphone application to register your bike.
- How to bike to work – Tips for your commute, i.e. bicycle safety, bicycle comfort, planning the route, secure bike parking.
- “Explore YOUR City Rides 2019” – Cyclists are encouraged to join Bike Windsor Essex every Saturday morning at 9:30 a.m. (May to August 2019) for the rides. Departure time is 10:00 a.m. from the Bike Kitchen (628 Monmouth Road). The rides are open to all ages.
- Bike to Work Event – CBC will be broadcasting from the waterfront for the 2019 event. Bike Windsor Essex will require funding in the amount of \$4,500 for expenses for this event..

#### 4. Adoption of the Minutes

Moved by J. Macasaet-Bondy, seconded by J. Popham,  
That the minutes of the Windsor Bicycling Committee of its meeting held October 3, 2018 **BE ADOPTED** as presented.  
Carried.

#### 6. Business Items

##### **Bike to Work 2019**

K. Dohring expresses concern that the WBC is involved with outreach activities such as Bike to Work rather than looking at fundamental things, i.e. secure bike lanes.

J. Macasaet-Bondy is looking to create a positive event around cycling in order to create that culture shift.

The Chair notes that events may seem like “busy work”, however there is tremendous value in seeing cyclists at these events.

Moved by K. Dohring, seconded by R. Hicks,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$1,000 for a portion of the costs associated with the Bike to Work breakfast to be held on May 27, 2019 at The Bistro At The River, 78 Riverside Drive West.  
Carried.

##### **Bike to Fireworks 2019 – June 24, 2019**

J. Eugeni reports people will be cycling to Charles Clark Square for the Bike to Fireworks event, and she adds there will be a cost (approximately \$500) to provide fencing for the event. She notes the bikes are locked to the fencing panels.

K. Dohring notes he is opposed to using the WBC’s limited operating budget to pay for the fencing.

J. Macasaet-Bondy suggests holding a “pop-up event” – designate an area to lock the bicycles and provide bike facilities. She proposes spending \$500 on bike lights rather than on fencing and take this opportunity to make this an educational event.

The Chair asks L. Newton if Bike Windsor Essex is willing to install bike racks rather than acquire fencing for the Bike to Fireworks event. L. Newton advises she will provide the bike racks at a cost of \$250, will install bike lights and will volunteer to assist for a few hours.

Moved by J. Macasaet-Bondy, seconded by A. Sylvestre,  
That Bike Windsor Essex in partnership with the Windsor Bicycling Committee will host the Bike to Fireworks event to be held on June 24, 2019 (rain date June 25, 2019) at Charles Clark Square, and, that **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$250. for costs associated with Bike Windsor Essex supplying bike racks for the event and further, that Bike Windsor Essex will provide bike lights at no cost and will offer educational activities at the event.

Carried.

### **Bike Parking for Community Events**

K. Dohring states that as events are held at city venues, that the city should provide proper bicycle infrastructure. He suggests a policy be written to address bike parking at community events.

The Chair suggests an agenda item relating to a communications policy – bike parking for community events be discussed at the next meeting.

### **6.2 One-Time Federal Gas Tax Funding**

The Chair states that funding from the one-time Federal Gas Tax increase will result in approximately \$13,434,160 for the City of Windsor.

### **6.3 Mountain Biking Investments and Strategy**

J. Eugeni advises this matter is a Parks Department initiative and it is suggested a representative be invited to attend the next meeting.

Moved by K. Dohring, seconded by J. Macasaet-Bondy,  
That a representative from the Parks Department **BE INVITED** to attend the next meeting of the Windsor Bicycling Committee to provide information relating to the mountain biking investments and strategy initiative.

Carried.

### **6.4 WBC Terms of Reference and Mandate**

Moved by K. Dohring, seconded by J. Macasaet-Bondy,  
That the Windsor Bicycling Terms of Reference and Mandate **BE DEFERRED** to the next meeting.

Carried.

### **6.5 Status of Windsor Police Bike Auction**

The Committee Coordinator is requested to contact Dale Roorda, Windsor Police Services to determine the status of the WPS Bike Auction and to report back.

## **6.6 Meeting Schedule**

It is determined the next meeting of the WBC will be held in July 2019 at 5:00 o'clock p.m.

## **6.7 Transportation Planning Department Update**

J. Eugeni advises the following projects are currently in place:

- Bike lanes on Totten from Huron Church to South Cameron
- Doing the next phase of Riverside Drive
- Doing the next phase of Cabana from Howard to Dougall
- Parks Department is working on bridges to connect facilities

In response to a question asked by K. Dohring regarding the status of the 5 hot spot accident areas, J. Eugeni refers to the Bicycle Road Safety Audits report and notes she will provide an update at the next meeting.

## **6.8 WBC Inventory**

The Committee Coordinator provides an overview of the WBC inventory which includes bike lights, bike bells and reflector vests.

The Chair requests the WBC Workplan for 2019 be discussed at the next meeting.

## **7. Date of Next Meeting**

The next meeting will be held on a date to be determined in July, 2019.

**8. Adjournment**

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

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CHAIR

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COMMITTEE COORDINATOR

**Windsor Bicycling Committee – February 2013**  
**REVISED**  
**Mandate and Terms of Reference**

**Preamble**

The current Windsor Bicycling Committee was originally established in 1987 as the Bikeways Ad Hoc Steering Committee whose main role was to advise City Council on matters pertaining to the establishment of a network of recreational and commuter routes for cyclists in the City of Windsor. The group worked closely with all levels of the City's administration to develop an implementation plan. This resulted in the Bicycle Use Development Study, prepared by Victor Ford & Associates. This plan was adopted in principle by City Council in late 1990.

Since the bicycling study was approved by Council a number of the proposed routes have either been constructed or incorporated into plans for future developments. The Bikeways Ad Hoc Steering Committee changed its name to the Windsor Bicycling Committee during 1991 and has expanded its mandate accordingly.

**1. Mandate**

The purpose of the Committee is to enhance the safety and viability of bicycling in the City of Windsor. It acts as an advocate for the growth of bicycling as a form of recreation and transportation that is affordable, energy efficient, non-polluting, quiet, and promotes fitness. The committee acts as an effective advisor to Council and City departments on matters relating to bicycling in Windsor.

**2. Composition**

The Windsor Bicycling Committee shall consist of a maximum of 9 voting members and non-voting resource members.

**3. Appointment and Term**

Windsor City Council shall appoint the members of the Windsor Bicycling Committee.

The term of Committee membership shall be established by Windsor City Council and is currently approved to be the same as the term of Windsor City Council (4 years). A Committee member may be offered and accept consecutive terms subject to the approval of Windsor City Council.

A Chairperson and Vice Chairperson shall be chosen by a majority vote of the Committee members. The position of Chairperson and Vice Chairperson shall be held for the same term as the Committee member term. At the expiration of the term, the outgoing Chairperson and Vice Chairperson may, subject to the approval of Windsor City Council, remain as a Committee member and may be nominated for the position of Chairperson and Vice Chairperson for consecutive terms.

**4. Education and Information**

- Increase public awareness of cycling – [www.cyclewindsor.ca](http://www.cyclewindsor.ca) website, events which include Bike the Bridge, Bike to the Fireworks, Ride your Bike to Work
- Promotion of cycling facilities and programs developed by the city, or by groups within the city
- Development and/or promotion of cyclist education courses, in liaison with Windsor Police Services, schools and other groups
- Education/public awareness campaigns for motorists
- Recruitment of those with skills in these areas to volunteer or to train others

## **5. Fundraising**

***The Committee may coordinate partnership funding by collecting funds from organizations (derived from various events) with any surplus funds that may be collected to be utilized towards cycling infrastructure, supplies and equipment (i.e. bicycle racks).***

## **6. Vacancy**

The Committee may, but is not required to, recommend persons to fill a vacancy if such recommendation is approved by a majority vote of the members present. A vacancy, and any recommended replacements shall be reported by the Chair of the Windsor Bicycling Committee to Windsor City Council. Windsor City Council shall appoint a replacement for the unexpired term of the vacant position.

## **7. Absenteeism**

Any member who is absent from three consecutive meetings without the express approval of the Committee given at a scheduled meeting will be deemed to have resigned from the Committee at the end of the third meeting.

Any vacancies resulting from absenteeism will be filled pursuant to Item # 4 of this Terms of Reference.

## **8. Quorum**

The quorum of the Windsor Bicycling Committee is 5 voting members.

## **9. Frequency of Meetings**

The Committee shall hold a minimum of 4 (four) meetings in each calendar year.

## **10. Conduct of the Meeting**

Meetings shall generally be guided by the following:

- (i) The order of business shall ordinarily be as set out in the Agenda, except that the items may be taken up out of order or added to the agenda at the discretion of the Chair by a majority vote of the members present.
- (ii) All decisions of the Committee shall be made by resolution approved by a majority vote of all members present.



- (iii) The Chair shall generally conduct the meeting in accordance with standard Rules of Procedure.
- (iv) In the event of absence of the Chair, the Vice-Chair shall chair the meeting.
- (v) In the event of absence of the Chair and Vice-Chair, a person chosen by a majority vote of the members present shall chair the meeting provided a quorum is present.
- (vi) A person or persons may be invited to one or more Committee meetings as additional resource to discuss and provide guidance, input or information relevant to a specific subject matter under discussion by the Windsor Bicycling Committee provided the invitation is approved by a majority vote of the members present.

## **11. Agenda and Minutes**

An Agenda will be provided prior to each meeting. Committee members may suggest items for the agenda to the Chair who may direct that item to be scheduled.

Minutes shall be taken of all meetings of the Committee and shall be distributed as soon as possible to all Committee members.

All matters related to recording and distributing the Minutes shall comply with the City of Windsor policies governing the recording and distribution of the Minutes of a Committee of City Council.

## **12. Advocacy and Monitoring**

- Monitor City, Provincial and Federal Governments and their committees, departments and agencies, in order to support pro-cycling measures.
- Maintain liaison with other groups such as the Ontario Cycling Association, Bike Windsor, Share the Road Cycling Coalition and Michigan Trails & Greenways Alliance.