



THE CITY OF WINDSOR
COUNCIL SERVICES DEPARTMENT

VALERIE CRITCHLEY
CITY CLERK

IN REPLY, PLEASE REFER
TO OUR FILE NO. _____



January 27, 2016

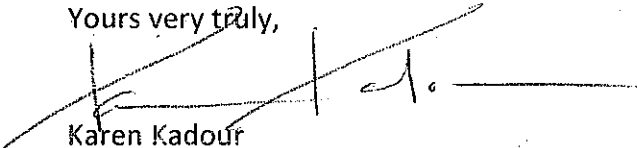
TO: ALL MEMBERS OF THE WINDSOR BICYCLING COMMITTEE

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

Wednesday, February 3, 2016
5:00 o'clock p.m.
Room 407, 400 City Hall Square East

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

Yours very truly,


Karen Kadour
Committee Coordinator

AGENDA
and Schedule "A"
to the minutes of the
Windsor Bicycling Committee meeting held
Wednesday, February 3, 2016
at 5:00 o'clock p.m.
Room 407, 400 City Hall Square East



1. **CALL TO ORDER**

2. **ELECTION OF CHAIRPERSON**

3. **DECLARATIONS OF CONFLICT**

4. **MINUTES**

Adoption of the minutes of the meeting held September 29, 2015 – **(attached)**

5. **BUSINESS ITEMS**

5.1 **Chair's Report**

5.2 **2016 Bike Events**

- a) Discussion to determine the WBC 2016 Bike Events
- b) Proclamation Application for Bike to Work Day to be completed prior to the event if deemed to be a WBC 2016 event
- c) Earth Day Event – Malden Park – April 24, 2016

5.3 **Cyclist/Pedestrian Collision Areas**

J. Leitzinger to provide an update.

5.4 **Open Streets Windsor**

The report of the Manager of Planning Policy dated October 29, 2015 entitled "Open Streets Windsor – Pilot Project" and Report No. 362 of the Social Development Health & Culture Standing Committee – **attached**.

5.5 **Cycling and Pedestrian Pavement Markings**

J. Leitzinger to provide an update.

5.6 **Canada-US Greenways Vision Map**

Developing a U.S.-Canada Greenways Vision Map that would show how these two greenway systems could possibly be linked through a cross-border ferry service and the Gordie Howe Bridge

5.7 **Gear Up and Go Passport Program**

J. Leitzinger to provide an update.

5.8 **Representation at the Bike Summit**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

Windsor, Ontario September 29, 2015

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

Dr. Christopher Waters, Chair
Jacques Berge
Klaus Dohring
Amy Farkas
Jin Huang
Anthony Ventimiglia

Absent:

Councillor Rino Bortolin
Robert DiMaio

Also present are the following resource personnel:

Jen Leitzinger, Transportation Planning Engineer
Cathy Copot-Nepszy, Windsor Essex County Health Unit
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

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

2. ADDITIONS TO THE AGENDA

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

5.11 Redevelopment of Cabana Road

Carried.

3. DECLARATIONS OF CONFLICT

None disclosed.

4. **MINUTES**

Moved by A. Ventimiglia, seconded by A. Farkas,
That the minutes of the Windsor Bicycling Committee of its meeting held August 12,
2015 **BE ADOPTED** as presented.
Carried.

5. **BUSINESS ITEMS**

5.1 **Chair's Report**

The Chair reports he recently contacted Windsor Police Services, the Supervisor of Licensing and a member of Bike Friendly Windsor Essex regarding bike thefts in Windsor. He indicates he contacted the City Clerk to request stepping up enforcement on pawn shops and salvage yards.

5.11 **Cabana Road Redevelopment**

The Chair expresses disappointment in the recent announcement by the City of Windsor to put a hold on the Cabana Road redevelopment project.

An e-mail from the Chair dated September 29, 2015 entitled "Cabana Bike Lanes" is distributed, **attached** as Appendix "A".

J. Leitzinger refers to Council Resolutions CR209/2014 and CR92/2015 which approved the Cabana Road Cycling Facilities and includes dedicated funding in the amount of \$4.8 M. It is still very premature to indicate that this original plan is not going to occur. These Council Resolutions are still valid and no new resolutions exist for Cabana Rd. The 2016 budget deliberations are tentatively scheduled for December 7, and there is no funding in the 5-year capital for adding lanes to Cabana Rd. Many of the intersections that have not been reconstructed to the preferred design in the Cabana Rd. are experiencing peak volumes and widening is required as per the Cabana/Division Rd. Environmental Assessment (EA). She states the preferred design in this EA includes a 4-lane cross-section, cycling facilities (bike lanes), sidewalks and curb and gutter.

Moved by A. Farkas, seconded by J. Berge,

WHEREAS following extensive public and expert consultation, a comprehensive plan for improving cycling facilities on Cabana Road has been developed and approved by Council Resolution 209/2014 and Council Resolution 92/2015; and

WHEREAS this plan has the potential to protect vulnerable cyclists and pedestrians and increase the use of active transportation along this busy transportation corridor, as well as

contribute to the closing of the Windsor Loop as contemplated by the Bicycle Use Master Plan; and

WHEREAS Cabana Road is a particularly dangerous street for cycling in its current form; and

WHEREAS increasing active transportation produces better health outcomes in residents, preventively decreasing the need for visits to hospitals and other medical facilities; and

WHEREAS active transportation facilities reduce vehicular traffic

THEREFORE BE IT RESOLVED that the Windsor Bicycling Committee urges City Council to reverse plans to delay or reconsider the construction of Active Transportation facilities on Cabana Road and indeed that the project begin as soon as possible.

Carried.

5.2 Safety Devices, Public Service Announcements (PSA)

A document that illustrates samples of safety devices including reflective vests, bike lights and bike bells is distributed and attached as Appendix "B".

The Chair advises he contacted AM800 regarding PSA announcements and was quoted a price of 37 spots for \$2,000.

A. Farkas suggests some of the ads could address the recent legislation relating to the one metre rule.

Moved by A. Ventimiglia, seconded by A. Farkas,

That **APPROVAL BE GIVEN** to an expenditure for 50% of the surplus WBC Operating Budget for the purchase of bicycle safety devices and the remaining 50% for the purchase of Public Service Announcements from AM800 Radio

Carried.

5.3 Cyclist/Pedestrian Collision Areas

J. Leitzinger reports information relating to the cyclist/pedestrian collision areas is not available for public consumption. She indicates that a technical review is possible if a specific request pertaining to the cyclist collisions is made.

K. Dohring volunteers to visit the "hot spots" where collisions have occurred. He requests information be provided relating to the location, types of accidents that have transpired in the past, and the number of incidents that occurred on a particular site.

Moved by J. Berge, seconded by J. Huang,

That Administration **BE REQUESTED** to provide a report outlining the five top collision areas in the City of Windsor and to provide mitigating factors, i.e. how to prevent accidents from reoccurring and further, that Administration **BE REQUESTED** to review bike signage and road markings at the locations that have been identified.

Carried.

5.4 Bike Infrastructure on the New Bridge

C. Copot-Nepszy notes a meeting will be held with several stakeholders including ERCA, administration from the City, Port Authority regarding connectivity on the new bridge.

5.5 Ministry of Transportation (MTO) Cycling Training Fund 2015 & 2016

J. Leitzinger advises the City of Windsor has submitted an application for the Cycling Curriculum and/or Public Education grant (Appendix B of the application). Appendix A focuses on Cycling Skills and/or Training. A maximum of \$25,000 is available for the Cycling Curriculum and Public Education portion of the grant.

5.6 Cycling Street Markings

A. Farkas states the active transportation including the prominent street markings in Traverse City is excellent.

J. Leitzinger indicates in terms of the pavement markings (cold plastic pavement markings manufactured by 3M) in Traverse City, these were recently installed and oftentimes, these markings are removed by the street ploughs during the winter season. In addition these types of markings are costly and there is currently no budget increase. She states that the City utilizes Ontario Traffic Manual (OTM) Book 18 Cycling Facilities, which is an Ontario standard for cycling related information, including pavement markings. She also indicates that painted arrows are optional and therefore not mandatory in bike lanes. As per the OTM Book 18, "an optional directional arrow may also be used where the direction of travel is not clear or additional guidance is required. For example, the arrow may be used on contraflow bike lines or at intersections where cyclists will take different trajectories at or on the approach to an intersection depending on the turning movement they are making."

Moved by A. Farkas, seconded by K. Dohring,

Whereas there have been developments in best practices, techniques and materials in terms of cycling pavement markings (samples of which are attached), the Windsor Bicycling Committee recommends that Administration **BE REQUESTED** to provide a report regarding how the City of Windsor might improve its cycling and pedestrian pavement markings in terms of durability and clarity, and further, that particular consideration be given to use directional arrows on bicycle lanes to encourage riding in the direction of traffic.

Carried.

5.7 Enforcement

The Chair advises Constable Brad Rivett reported 14 warnings were issued for several different offences including cyclists during the Bike Safety Enforcement Week held in June 2015.

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

WHEREAS enforcement is a widely recognized part of improving cycling safety; and

WHEREAS the Windsor Police Services has carried out bicycling safety enforcement campaigns in the past, most recently, during the summer of 2015, and these campaigns have been an important way to improve awareness of safe cycling; and

WHEREAS the Province of Ontario recently passed legislation which requires motorists to pass cyclists at a one-metre distance;

THEREFORE BE IT RESOLVED that City Council **BE REQUESTED** to recommend to the Windsor Police Services that consideration be given to a comprehensive cycling enforcement strategy drawing on best practices from other jurisdictions and further, that this strategy include education through enforcement, the need to tackle unsafe motoring as well as improper cycling, the expanded use of officers on bicycles, improved training for officers on bicycles and further attention to the issue of stolen bicycles.

Carried.

5.8 Bike Racks

The Chair remarks the new bicycle facilities on Devonshire Road are exceptional.

J. Leitzinger notes the Planning and Building Services Department will review the status of bike parking at the following locations and will report back:

- 300 Tecumseh Rd. E
- 1643 Tecumseh Rd. E (Goodwill and Maxim Medical)
- 4371 Walker Rd. – Real Canadian Superstore

5.9 2016 WBC Operating Budget

The Chair intends to request Council provide the same 2015 Operating Budget (\$4,300) for 2016. The Committee encourages the Chair to request additional funds in the 2016 budget in light of the need for a comprehensive outreach strategy and, the expanded mandate of the Committee to include all forms of active transportation.

C. Copot-Nepszy suggests a comprehensive outreach strategy be developed to include key messages each year. K. Dohring notes pedestrians are now being included in the WBC's outreach.

5.10 Confirm & Ratify E-Mail Poll

Moved by A. Ventimiglia, seconded by K. Dohring,

That the e-mail poll conducted to approve an expenditure in the upset amount of \$58.73 for the purchase of safety devices for the Windsor Tandem Club payable to Dr. Chris Waters, Chair of the Windsor Bicycling Committee **BE CONFIRMED AND RATIFIED.**

Carried.

6. NEW BUSINESS

Discussion ensues regarding the creation of a new logo. K. Dohring suggests the phrase "Bike & Walk Windsor" as the public may be unaware of the term "active transportation".

The Chair announces he will step down as Chair at the end of the year.

The Chair states he received an e-mail from Monique Lessard, Public Health Nurse dated September 28, 2015 entitled "Safety concerns at Catholic Central", attached as Appendix "C". A request for signage, crosswalk paint or speed bumps to be installed on Tecumseh Road in front of the school is required as this area poses safety concerns for the students. It is generally agreed this matter will be discussed at the January 2016 meeting.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:30 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

**DEFERRED to the February 1, 2016 meeting of Council
to allow for more time for public engagement
as adopted by Council at its meeting held January 4, 2016 [CR28/2016]**

/AC

Windsor, Ontario, February 1, 2016

**REPORT NO. 362 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE
of its meeting held December 9, 2015**

Present: **Councillor Ed Sleiman, Chair
Councillor Paul Borrelli
Councillor Rino Bortolin
Councillor John Elliott
Councillor Jo-Anne Gignac**

That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Bortolin,

- I. That the route shown in Appendix 'A' **BE APPROVED** for use in conjunction with "Open Streets Windsor" events planned for Sunday, July 17, 2016 and Sunday, September 18, 2016 from 9:00am to 1:00pm;
- II. That Council **APPROVE** a transfer of \$45,000 from the Community Energy Sustainability Model project account #7131008 to the Open Streets Windsor project account #7151021 for the purpose of contributing to the expenses related to the 2016 events, with the balance of \$10,000 to be funded from the Environmental Master Plan as part of that mandate;
- III. That Administration **BE DIRECTED** to report back to City Council on the outcome of the 2016 events and discuss options for the consideration of future events.
Carried.
Councillor Elliott was absent at the time the vote was taken.

Clerk's Note: The report of the City Planner dated October 29, 2015 entitled "*Open Streets Windsor – Pilot Project*" are attached as background information.

S 23/2015 SPL/12373

CHAIRPERSON

SUPERVISOR OF COUNCIL SERVICES

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NOTIFICATION:

Name	Address	Email Address	Telephone	FAX
Cathy Copat-Nepszy, Windsor-Essex County Health Unit		cnepszy@wechealthunit.org		

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: S 23/2015	Report Date: 10/29/2015
Author's Contact: Michael Cooke 519-255-6543 ext 6102 mcooke@citywindsor.ca	Date to Council: December 9, 2015
	Clerk's File #: SPL/12373

To: Mayor and Members of City Council

**Subject: Open Streets Windsor—Pilot Project
Wards 2, 3, 4 & 5**

RECOMMENDATION:

- I. That the route shown in Appendix 'A' **BE APPROVED** for use in conjunction with "Open Streets Windsor" events planned for Sunday, July 17, 2016 and Sunday, September 18, 2016 from 9:00am to 1:00pm;
- II. That Council **APPROVE** a transfer of \$45,000 from the Community Energy Sustainability Model project account #7131008 to the Open Streets Windsor project account #7151021 for the purpose of contributing to the expenses related to the 2016 events, with the balance of \$10,000 to be funded from the Environmental Master Plan as part of that mandate;
- III. That Administration **BE DIRECTED** to report back to City Council on the outcome of the 2016 events and discuss options for the consideration of future events.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

The concept for an Open Streets program originated in the late 1970's in Bogota, Colombia where it is known as a Ciclovía (Cycle way). It involves the temporary closure of streets to vehicular traffic so that people may use them for healthy and fun physical activities like walking, jogging, yoga, biking, and other recreational activities. Today there are more than 90 Open Streets initiatives in Canada and the United States, including the cities of London, Hamilton,

Waterloo, Ottawa, Toronto, Seattle, Austin, Philadelphia, Portland, New York City, Buffalo, Ann Arbor, Boston, Chicago, Denver, San Francisco and Los Angeles.

8-80 Cities is a Toronto-based non-profit organization led by Executive Director Gil Penalosa. The philosophy of 8-80 Cities rests on the belief that communities can create vibrant and healthy cities if they ensure that the safety and joy of children and older adults are at the forefront of decision making. In his presentation at the 2013 FCM Sustainable Cities Conference in Windsor and 2015 'Go for Health' presentation hosted by the Windsor-Essex County Health Unit at the Fogolar Furlan Club, Mr. Penalosa described the benefits of transforming cities into places where people can walk, bike, access transit and visit vibrant parks and public places—no matter their age, ability, or social status. Whether considering the needs of an 8-year old or an 80-year old, he believes that cities need to plan for the recreational opportunities for all residents.

8-80 Cities submitted an application to Ontario's Sport and Recreation Communities Fund (OSRCF) to request funding for a project entitled 'Opening our Streets for Sport and Recreation in Ontario'. Windsor, Kingston, Thunder Bay, and Toronto were all invited to be part of the project. On April 22, 2014, City Council adopted Motion M179-2014:

Moved by Councillor Gignac, seconded by Councillor Sleiman,

That Report No. 185 of the Environment, Transportation & Public Safety Standing Committee of its meeting held February 19, 2014 regarding 'Participation in 'Opening Our Streets for Sport and Recreation' Program' **BE ADOPTED** as presented.

The decision of City Council to participate in this opportunity was based largely on the support it lends to the goals and objectives contained in the City's Community Strategic Plan; Environmental Master Plan; and Official Plan (see Appendix 'B').

DISCUSSION:

Open Streets events are different in every city, including how they are funded, who acts as the lead organization, length of the route, and what type of activities occur along the route. According to the website openstreetsproject.org there are 7 models, which have been employed by different cities in North America. Windsor's event resembles the Portland Model, which has the following characteristics:

- Organization is in the hands of local government;
- Funding is sourced from both public and private sources; and
- A range of supporting initiatives and activities are included.

Other cities that most clearly follow the Portland Model include New York, NY (Summer Streets); Clearwater, FL; Washington DC (Fort Dupont Park); Albany, CA; Boulder, CO; Pinecrest, FL; St. Louis, MO; Eugene, OR; Redding, CA; and San Antonio, TX.

The specific goals of Windsor's Open Streets events are to:

- Encourage active transportation and physical activity;
- Encourage community building activities;
- Promote community-led active living initiatives;
- Showcase recently improved streetscapes
- Provide an opportunity for local businesses to participate and promote themselves along the route;
- To showcase options for the construction of complete streets, highlight the benefits of active transportation infrastructure, allow residents to become engaged in the planning and design of roads and streetscapes and gather public feedback – particularly as part of the University Avenue environmental assessment. This goal may be limited to the first Open Streets Event depending on public interest and actual cost realized.

Project Administration and Corporate Charter

Following City Council's adoption of M179-2014, an internal committee was formed in April 2014 to discuss the implementation of the open streets project. The initial focus was to develop and evaluate options for potential routes and dates as well as to identify staff and financial resources required. Departments with representation on the committee included: Parks, Planning, Recreation & Culture, Transportation Planning, Infrastructure & Geomatics and Environmental Sustainability and Climate Change.

The administration of the project has continued to evolve and expand over the past year. The initial committee has become a steering committee and staff resources have been expanded to include staff from the following departments: Corporate Communications; Information Technology and Finance. Furthermore, a number of sub-committees have been established to assist with the coordination of work required. An organizational chart which identifies the membership of the Steering Committee and the various sub-committees is attached as Appendix 'C'.

Under the Corporation's project assessment process, it has been determined that this project would benefit from having a corporate charter prepared for Open Streets Windsor. This decision is based on a number of factors related to the scope, budget, visibility and risk level associated with this undertaking. A project charter is being prepared and once finalized it will be submitted to the CAO and Corporate Leadership Team (CLT) for review and approval.

Proposed Dates and Route

To allow for adequate planning and avoid competing community events, the Open Streets events are proposed for Sunday, July 17, 2016 and Sunday, September 18, 2016 from 9:00am to 1:00pm. The dates and times were selected to coordinate the logistics associated with street closures and to also minimize disruption to local businesses and residents. Future events and routes would be subject to consideration of City Council after these first events are evaluated.

The proposed route is close to 8 kilometres in length—running east/west between the communities of Sandwich and Ford City primarily along Sandwich St., University Ave and

Wyandotte St. E. (Appendix 'A'). The route passes through municipal electoral wards 2, 3, 4, and 5, and includes five of the City's nine business improvement areas, namely: Okde Sandwich Towne; Downtown Windsor, Wyandotte Town Centre, Walkerville and Ford City.

Logistics and Special Events Resources Team (SERT)

A traffic control plan is being prepared with the assistance of the corporation's Special Events Resources Team (SERT). As per the typical SERT process, a traffic control plan signed by the City Engineer, the Executive Director of Operations and Windsor Police Services will be in place prior to each event date. As the chair of SERT, Mike Taylor (Recreation & Culture) has held preliminary meetings with key stakeholders including: Windsor Police Services; Windsor Fire and Rescue; Essex-Windsor Emergency Medical Services; Transit Windsor; Traffic Operations; and area BIA's. Once completed, the plan will outline traffic safety measures that are needed for each Open Streets event and Emergency Services will be notified accordingly.

The following outline provides some of the primary measures that will be identified in detail in the traffic control plan.

- There are 23 signalized intersections along the proposed route. It has been identified that some of these intersections will be staffed by Windsor Police Services in order to allow vehicular traffic to cross the route when they approach a green signal. In a similar way, staff and traffic control measures will be in place to allow the open streets participants to pass through these intersections when they approach a green signal.
- At other locations, both signalized and non-signalized intersections along the open streets route will be completely closed to prevent vehicles from entering or crossing the route. These locations will be stationed by trained volunteers and traffic control measures (e.g. construction barrels and signage) will be in place. In all instances, where the full closure of a road is being planned, "Local Traffic Only" signs will be placed in the surrounding area to notify motorists.
- The traffic control plan will provide details for each intersection and alley (including some parking lot locations as required) along the route including required staffing and all traffic control devices. Traffic Operations has identified that since the event has a duration of only 4 hours, signal timings will not be adjusted. Windsor Police Services will be directing traffic at key intersections.
- Typically temporary road closures use barricades to block vehicular access. Due to the high volume of intersections for this event, it has been determined that there is an insufficient number of barricades available, and through consultations with Operations staff, it has been identified that construction barrels will also be used where appropriate. Traffic barrels are acceptable equipment under the Highway Traffic Act. It is estimated that the minimum number of construction barrels required for an event of this scale is approximately 250. As there is a limited supply of city-owned equipment of this nature,

arrangements are being made with the local construction industry to have the required number of barrels provided.

- A number of trained staff and volunteers will be assigned a role as "Route Ranger". These individuals will have a bicycle and will be responsible for patrolling a defined segment of the open streets route to ensure all traffic control measures are in place and that volunteers are provided with an opportunity to ask questions or present suggestions as the event occurs.
- Public Works Operations will be engaged for post event street sweeping and garbage collection services and evaluation and maintenance activities respecting the condition of the road surface within the event route.

Route Programming/Activity Hubs

Activity Hubs are planned roughly every kilometre along the route. Each Business Improvement Association will have the opportunity to program its own activity hub. Hubs are also being planned near the Windsor International Aquatic and Training Centre and Ernest Atkinson Park. The locations of the hubs may change as the event planning proceeds. The approximate location of the hubs are identified on the maps in Appendix 'A'.

A transportation hub is being planned to mock-up a section of University Avenue West with complete streets transportation infrastructure alternatives. This will provide participants with an opportunity to re-imagine and experience University Avenue with options that accommodate a range of users. The public will have an opportunity to provide feedback, which will inform an upcoming Environmental Assessment study for University Avenue. This hub is planned to be provided at one Open Streets Event to be selected based on timing alignment with the study schedule.

Organization and Public Outreach

Organization of the Open Streets events will require administrative and volunteer resources to plan and implement the program. Administrative staff involved to date include: Recreation and Culture; Parks; Transportation Planning, Planning and Building; Public Works, Corporate Communications; Environmental Services; Risk Management; Information Technology and Finance.

Several departments, agencies and organizations will be consulted including: Traffic; Transit Windsor; Fire and Rescue; Parks; Recreation and Culture; Environmental Services; Risk Management; 311; Corporate Communications; Public Works Operations; Windsor Police Services; Community Development and Health Services; University of Windsor; Windsor-Essex County Health Unit; Essex Windsor Emergency Medical Services and Business Improvement Associations along the proposed route.

Businesses not part of a BIA and residents along the route will be notified regarding the Open Streets events. Administration has received positive feedback through preliminary consultation with BIAs along the proposed route and they have expressed an interest in participating. Community organizations and volunteers will be essential to making the events successful. Outreach to organizations will begin as soon as the 2016 dates and route are approved.

At the April 7, 2014 meeting of City Council, CR 89/2014 was adopted and provided approval for the redesign of University Avenue West as part of a Municipal Class Environmental Assessment (EA). Administration is planning to include one component of the public consultation process for the EA by creating a "transportation hub" on University Avenue West during one of the 2016 open streets events. It is anticipated that this will enhance the public consultation process.

Marketing and Promotion

The Marketing and Promotions Sub-Committee has prepared a detailed 'Communication Plan'. The goal of the plan is "to educate residents, businesses and potential event participants on how an Open Streets event can positively impact the community—as this is a first-time event in Windsor—and to provide basic details like how, when and where for the benefit of those who will be impacted and/or in attendance. The plan also identifies: stakeholders; audiences; key messages and internal and external communication strategies. A complete copy of the Communication Plan will be included in the proposed corporate charter.

RISK ANALYSIS:

There are no critical or significant risks associated with this report. The risks detailed below all present a moderate risk to the Corporation, and if not addressed, may impact the ability of the event to move forward.

Resource Risks

One of the major challenges in implementing the Open Streets event will be the recruitment and organization of volunteers. Preliminary estimates indicate that approximately 200 volunteers will be needed for each event. While the risk level is moderate, having too few or undertrained volunteers could result in logistical difficulties (e.g. conflicts between participants and vehicular traffic) and potentially could cause the event to be cancelled. To ensure adequate volunteers are available to assist with the events, it is recommended that the steering committee (with help from the Marketing and Promotion Sub-Committee) reach out to the public with a call for volunteers. Risk has also been minimized by reaching out to staff in other departments who have recently recruited volunteers to assist with conducting of local city-run events. Work is underway to arrange for a sharing of existing volunteer databases.

Due to the road length of the event and number of planned road closures, the quantity of construction barrels and/or barricades needed exceeds the in-house supply. Arrangements are being made to borrow the required number of barricades from a local construction firm so as to minimize risk.

Timing Risk

Due to the significant amount of planning required to implement the event, it is recommended that Council make a decision on the proposed dates, route, and budget at the time this report is considered. Once approved, the work will continue to finalize all arrangements for the 2016 Open Streets events.

Cross-Corporate Impact Risk

Implementation of the Open Streets event will impact a number of City departments—requiring staff and equipment resources to be committed. To ensure adequate staff and physical resources are dedicated it is recommended that Council formally direct the appropriate City departments as part of the Steering Committee and various Sub-Committees set out in Appendix 'C'. Meetings have been held with Windsor Police Services to discuss options regarding the assignment of a sufficient number of police personnel to ensure that participants in the Open Streets event can safely move along the route. While the risk is moderate, without having sufficient police personnel on-hand there is a risk of conflicts occurring between event participants and vehicular traffic at select intersections which can result in potentially dangerous situations. Furthermore, without the assurance that sufficient police staff can be deployed for this event there is a risk that it could be cancelled.

Staff in Risk Management have suggested that the proposed route should be evaluated by Public Works Operations staff to determine the condition of the road surface and identify locations where patch repairs may be needed to minimize potentially hazardous situations. Public Works Operations staff will need to be consulted on the best approach to ensure that the condition of the road surface is assessed and repaired as needed. The cost of any required patching and repairing has not been identified in this report.

The Environmental Services Manager has been consulted on services related to post event street sweeping and refuse collection. The cost of these services has been included in the budget (Appendix D). Consultation will continue with all internal departments and external agencies once the route and event dates are confirmed to ensure risk is minimized.

FINANCIAL MATTERS:

Administration has prepared preliminary estimates associated with holding open streets events. Given that there are a number of one-time costs, the first event will have a higher cost than subsequent events. The first event will have an approximate cost of \$32,000 (see Appendix D). The events that follow will be reduced to approximately \$21,800 per event. The total estimated

cost of holding the two events proposed for 2016 is \$53,800. Event costs will be funded by the Open Streets capital account #7151021 if the recommendations contained in this report are approved to allow for the transfer of funds from the Community Energy and Sustainability Model account. The cost includes such items as: policing; marketing and promotion; public notification; programming at hubs; signage; volunteer support and contingencies. Appendix 'D' provides preliminary estimates of the major costs associated with the operation of events being planned.

Administration has identified funding from the following source to be transferred to the Open Streets Windsor capital account #7151021 to address event expenses including:

- \$10,000 has been allocated from the Environmental Master Plan (EMP) budget given that the goals of the EMP are aligned with the goals of Open Streets Windsor.
- \$45,000 from the Community Energy and Sustainability Model project #7131008 given that it is aligned with the goals of Open Streets Windsor subject to the Council approved recommendation in this report. The balance available in the project is in excess of \$65,000 therefore sufficient funds are available for this transfer.

Following the completion of the 2016 open streets events, a report will be prepared for City Council to report on the evaluation and to advise of options for the planning of future events.

CONSULTATIONS:

Preliminary consultation to-date has included affected BIAs and the Windsor-Essex County Health Unit. Once the route has been approved, marketing and promotion efforts will formally begin. Residents and businesses along the route will be notified through a combination of flyers and media outlets. The five BIA's included in the route have indicated that they are all very interested participating in these events. The Ottawa Street, Pillette Village, Erie Street and Olde Riverside BIA's (which are not included in the proposed route) have asked for the route to be lengthened or changed (now or for future events) so as to include their BIA's. Administration has indicated that options concerning changes to the proposed route or consideration of alternate routes can be considered for potential future events.

Given that this event is the first of its kind in Windsor, and that it is very large in both size and scope, it is anticipated that the corporate charter will provide additional clarification regarding the allocation of all resources needed to ensure that these events are successful.

The following list represents those who have been directly and provided information needed to prepare this report:

Greg Atkinson, Planning & Building Services, Phone 519-255-6543 x6582

Pina Ciotoli, Information Technology, Phone: 519-255-6100 x6373

Mike Clement, Parks, Phone: 519-253-2300 x2736

Michael Cooke, Planning & Building Services, Phone: 519-255-6543 x6102

Josette Eugeni, Operations, Phone: 519-253-6247 x6418
Stefan Fediuk, Parks, Phone: 519-255-2300 x2737
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Jennifer Kehoe, Human Resources, Phone: 519-255-6515 x6417
Jennifer Leitzinger, Operations, Phone: 519-255-6247 x6002
Don Nantais, Finance, Phone: 519-255-6543 x1668
Rosemary Menna, Real Estate & Risk Management, Phone: 519-255-6100 x6197
Averil Parent, Pollution Control, Phone: 519-253-7111 x3290
Karina Richters, Pollution Control, Phone: 519-253-7111 ext. 3226
Mary Rodgers, Corporate Communications, Phone: 519-255-6100 ext. 6686
Simona Simion, Planning & Building Services, Phone: 519-255-6543 x6397
Mike Taylor, Recreation and Culture, Phone: 519-253-2300 x2716
Brittney Yeats, Chief Administrative Office, Phone: 519-255-6100 x6479
Inspector Geoff Dunmore, Windsor Police Services, Phone: 519-255-6700 x4121
Paul Bouliane, Operations, Phone: 519-255-6247 x6727
City of Windsor Special Events Resources Team (SERT)

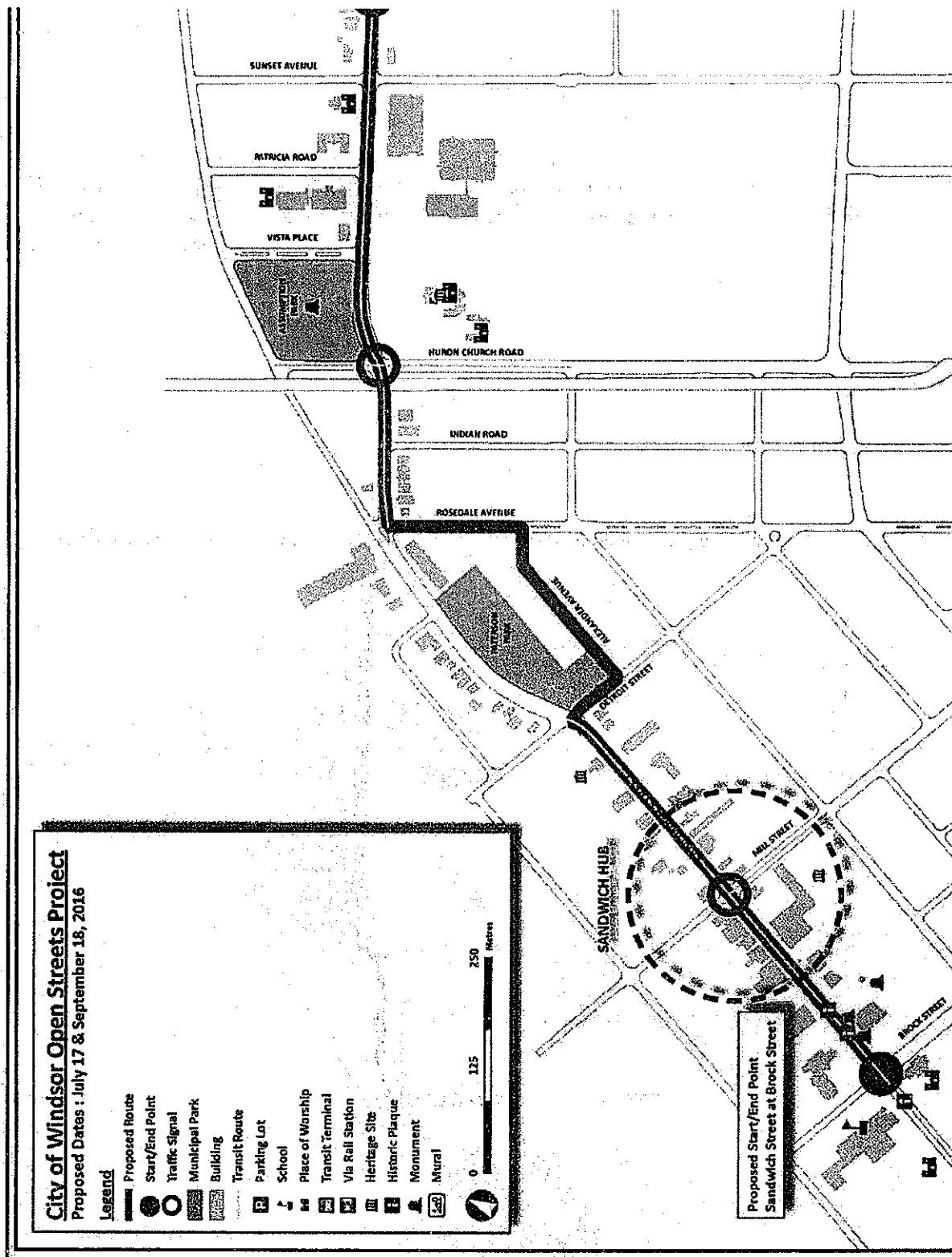
CONCLUSION:

Participating in the Open Streets movement offers numerous community benefits related to physical activity, active transportation, and social, economic, environmental, and civic pride. It is recommended that Council approve the proposed route, dates, and use of city resources to ensure a successful event.

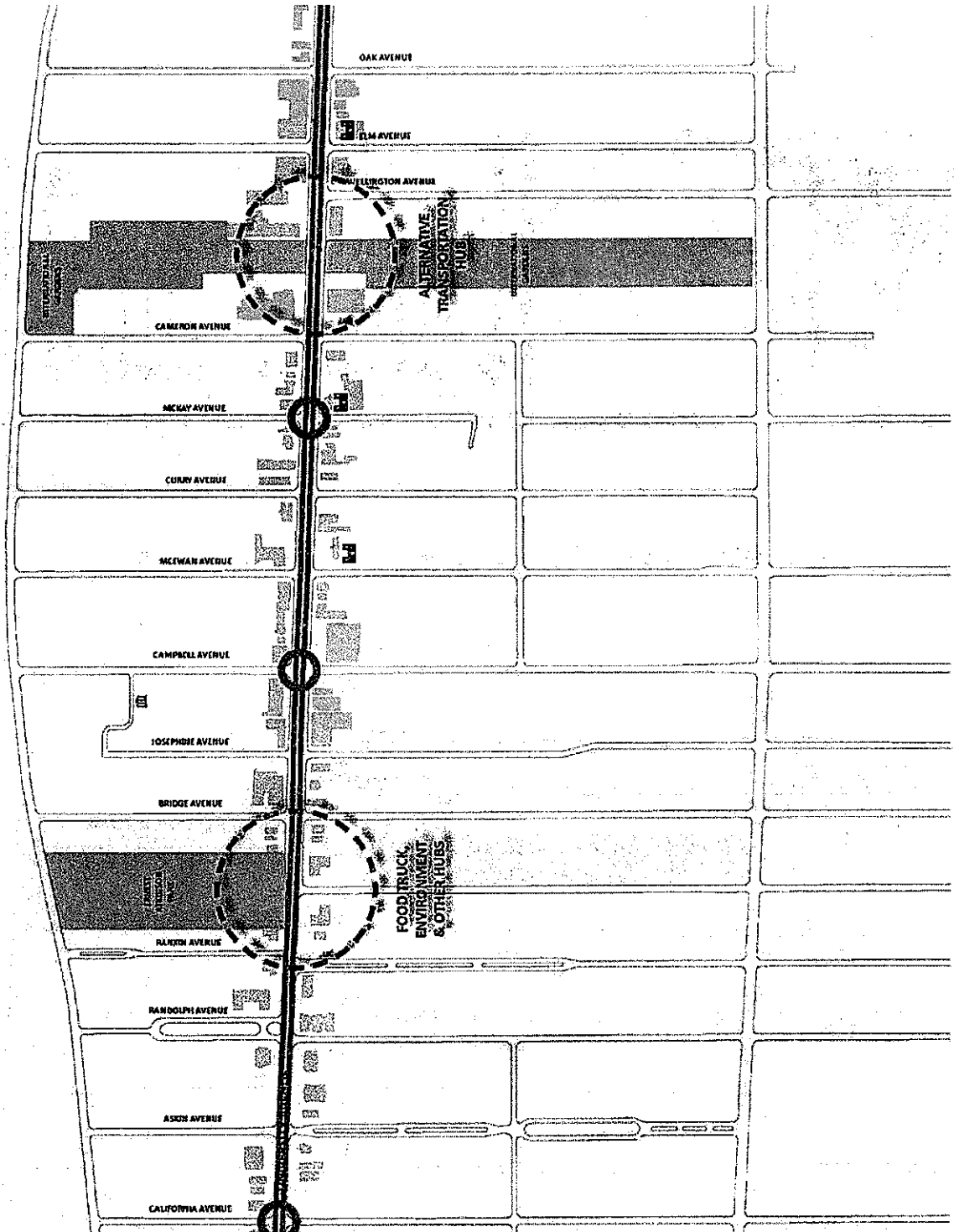
APPENDICES:

Appendix A: Maps of Proposed Open Streets Windsor Route
Appendix B: Supportive Goals and Objectives of Corporate Plans
Appendix C: Steering Committee and Sub-Committee Representatives
Appendix D: Estimated Expenses

Appendix A: Proposed Open Streets Windsor Route (Segment 1: Brock St to Sunset Ave)



Appendix A: Proposed Open Streets Windsor Route (Segment 2: California Ave to Oak Ave)



Appendix A: Proposed Open Streets Windsor Route (Segment 3: Crawford Ave to McDougall St)

