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Windsor, Ontario July 5, 2011

A meeting of the **Windsor Bicycling Committee** is held this day commencing at 6:00 o'clock p.m. in Room 402, 400 City Hall Square East, there being present the following members:

Mark Lindquist  
Neil Campbell  
Charles Pope  
Kari Gignac  
Michelle Goyeau-Lee  
Dr. Christopher Waters  
Tristan Fehrenbach, (*arrives at 6:03 o'clock p.m.*)

**Regrets received from:**

Councillor Alan Halberstadt (*due to meeting conflict with Neighbourhood Watch Ward meeting*).  
Charles Griffiths  
Staff Sergeant Steve Bodri, Windsor Police Services  
Josette Eugenie, Manager of Transportation Planning

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

Bill Lloyd, Safety Advisor, Human Resources  
Cathy Copot-Nepszy, Windsor-Essex County Health Unit (*arrives at 6:07 o'clock p.m.*)  
Anna Ciacelli, Council Secretariat, Council Services  
Dana Paladino, Supervisor Risk Management, Purchase and Risk Management (*arrives at 6:49 o'clock p.m.*)  
Dana Straus, Insurance and Risk Analyst, Purchase and Risk Management (*arrives at 6:49 o'clock p.m.*)  
Susan Vadori, Committee Coordinator (A)

**1. CALL TO ORDER**

The Committee Coordinator calls the meeting to order at 6:01 o'clock p.m. The Coordinator introduces herself to the Committee. She welcomes all the Committee members and congratulates them on their recent appointment to the Windsor Bicycling Committee. The Committee Coordinator introduces the members of Administration to SAC. Immediately following the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

## 2. PRESENTATIONS

### 2.1 **Workplace Violence and Harassment Presentation** **RE: Respectful Workplace**

B. Lloyd, Safety Advisor distributes the Workplace Harassment Policy, June 7, 2010; Workplace Harassment Procedure June 7, 2010; Workplace Violence Policy, June 7, 2010, attached as Appendix "A".

B. Lloyd provides an informative presentation, entitled "*Respectful Workplace*", attached as Appendix "B".

The Committee Coordinator thanks B. Lloyd for the update and excellent information and an acknowledgement sheet is circulated and the committee member's signatures are requested on the paper indicating their attendance at the presentation.

B. Lloyd leaves the meeting at 6:35 o'clock p.m.

### 2.2 **ABC Governance Structure – Implementation by Council Services**

The Committee Coordinator introduces A. Ciacelli, Council Secretariat to the Committee members. A combined presentation by A. Ciacelli and the Committee Coordinator is provided to the Committee, attached as Appendix "C". This presentation explains the implementation of the 6 Standing Committees which were recently adopted by Windsor City Council. It highlights the integral component of the Windsor Bicycling Committee within the Executive Committee Model. The Windsor Bicycling Committee reports to the Environment & Transportation Standing Committee.

Upon completion of the presentation, the Committee Coordinator along with the Committee thanks A. Ciacelli for the assistance in providing the information and updates regarding the Executive Committee Model.

A. Ciacelli leaves meeting at 6:45 o'clock p.m.

## 3. ELECTION OF CHAIRPERSON

The Committee Coordinator opens the floor for nominations for the position of Chairperson.

K. Gignac nominates M. Lindquist.

M. Lindquist nominates K. Gignac.

M. Lindquist nominates T. Fehrenbach.

M. Lindquist nominates C. Waters.

The Committee Coordinator inquires if there are any other nominations. Seeing none, the Coordinator asks M. Lindquist if he will stand as nominated for the position of Chairperson. M. Lindquist accepts the nomination and indicates that he will stand.

The Coordinator asks K. Gignac if she will stand as nominated for the position of Chairperson. K. Gignac declines the nomination and will not stand for the position of Chairperson.

The Coordinator asks T. Fehrenbach if he will stand as nominated for the position of Chairperson. T. Fehrenbach declines the nomination and will not stand for the position of Chairperson.

The Coordinator asks C. Waters if he will stand as nominated for the position of Chairperson. C. Waters declines the nomination and will not stand for the position of Chairperson.

Moved by K. Gignac, Seconded by C. Waters,  
That M. Lindquist **BE APPOINTED** as Chairperson for the remainder of this term of Council.

Carried.

D. Paladino arrives at meeting at 6:49 o'clock p.m.

D. Straus arrives at meeting at 6:49 o'clock p.m.

### 7.1 Update – June Bicycle Events

The Committee generally agrees to allow Dana Paladino and Dana Straus from Purchase and Risk Management to be brought forward according to the WBC Agenda order and considered by the Committee at this point. It is noted that the Risk Management staff are present to discuss the related information regarding the June Bike to Fireworks event that was cancelled.

D. Paladino and D. Straus updates the Committee with respect to the types of insurance and what is available and what is required to obtain insurance, attached as Appendix "D". The Committee generally discusses this information and is provided contact names of City Department that are involved in City facility "rental" use for any future Windsor Bicycling Committee events.

The Committee thanks D. Paladino and D. Straus for their informative presentation and D. Paladino and D. Straus leave the meeting at 7:40 o'clock p.m.

### 3. ELECTION OF VICE-CHAIRPERSON

The Chairperson opens the floor for nominations for the position of Vice - Chairperson.

M. Goyeau-Lee nominates K. Gignac.  
K. Gignac nominates T. Fehrenbach.

The Chairperson inquires if there are any other nominations.

Seeing none, the Chairperson asks K. Gignac if she will stand as nominated for the position of Vice-Chairperson. K. Gignac accepts the nomination and indicates that she will stand for the position of Vice-Chairperson.

The Chairperson asks T. Fehrenbach if he will stand as nominated for the position of Vice-Chairperson. T. Fehrenbach declines the nomination and will not stand for the position of Vice-Chairperson.

Moved by M. Goyeau-Lee, Seconded by C. Pope,  
That K. Gignac **BE APPOINTED** as Vice-Chairperson for the remainder of this term of Council.  
Carried.

4. **DECLARATION OF CONFLICT**

None declared.

5. **ADOPTION OF THE MINUTES**

Moved by C. Pope, Seconded by M. Goyeau-Lee,  
That the minutes of the Windsor Bicycling Committee held on May 10, 2011 **BE ADOPTED** as presented.  
Carried.

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 **Windsor Bicycling Committee Mandate**

Chairperson M. Lindquist notes the Committee will consider the mandate at an upcoming meeting and a recirculation of the Windsor Bicycling Committee mandate is requested.

6.2 **Schedule Dates and Times of remaining 2011 Quarterly meetings**

It is generally agreed that the following dates will be scheduled as WBC quarterly meetings with the location to be determined:

Tuesday October 11, 2011 at 5:00 o'clock p.m.

Scheduled meeting dates and times for the 2012 Windsor Bicycling Committee are as follows:

Tuesday January 10, 2012 at 5:00 o'clock p.m.  
Tuesday April 10, 2012 at 5:00 o'clock p.m.  
Tuesday July 10, 2012 at 5:00 o'clock p.m.  
Tuesday October 9, 2012 at 5:00 o'clock p.m.

The Chairperson reminds the Committee aside from these above noted dates that other informal meetings of the group will be scheduled.

## 7. BUSINESS ITEMS

### 7.1 Update – June Bicycle Events (continued)

The Committee Coordinator distributes correspondence at the request of Councillor Halberstadt which indicates a web site link regarding an environmental and economic benefit possibility for the City of Windsor, attached as Appendix "E".

The Committee Coordinator distributes correspondence at the request of Councillor Halberstadt which indicates the Bronze Medal achievement level by the City of Windsor from the Share the Road Cycling Coalition RE: 1<sup>st</sup> Bicycle Friendly Community Awards , attached as Appendix "F".

The Committee Coordinator distributes correspondence at the request of Councillor Halberstadt being a recognition that Eleanor McMahon CEO and Founder Share the Road Cycling Coalition had sent her congratulations to the City of Windsor regarding the 2011 Ontario Bike Summit. The City of Windsor received and achieved the Bronze level award, attached as Appendix "G".

**ACTION:** C. Copot-Nepszy notes that with the maternal leave of J. Leitzinger, some projects had been actively underway and she inquired if updates could be obtained regarding the following items, from the Manager of Transportation:

1. Has the City of Windsor received the GAP report/analysis regarding their Bronze-Bicycle Friendly Communities designation through Share the Road Cycling Coalition?
2. It was understood that the City of Windsor in would be named the 1st Bicycle Friendly Community in Canada regardless of what level of designation Windsor received?
3. Will a Public Works resource personnel be appointed person attend at the WBC meetings?

- An inquiry and a request to maintain and update the [www.cyclewindsor.ca](http://www.cyclewindsor.ca) web site especially with the recent award winning news.

### **\$300 Gift Certificate Draw**

The promotional/educational bike awareness draw is conducted by the Committee. T. Fehrenbach displays the container holding all completed entries for the \$300 gift certificate obtained from a local bike shop and requests that M. Goyeau-Lee draw one ticket for the \$300 gift certificate. M. Goyeau-Lee draws one ticket from the container of the entries.

The winner of the \$300 gift certificate to the local bike shop is Kathy Laub.

During the month of June 2011, the Windsor Bicycling Committee was involved with the following events:

#### **Bike to Bridge Event –**

It is reported that the event was very successful and well organized. It is estimated that over 100 Canadian and 200 American participants took part in this cross-border event.

#### **Bike to Fireworks Event –**

As previously noted in these minutes, this event did not occur. The discussion including the insurance concerns regarding this event and the inclusion of any other event partnership volunteers to assist with the event was previously discussed by the Risk Management resource personnel D. Paladino and D. Straus. The WBC plans to consider the suggestions and recommendations of the Risk Management staff and coordinate the 2012 WBC events seeking the assistance of the Risk Management staff and the Coordinator, Community Special Events Parks and Recreation.

#### **Bike to Work Event –**

T. Fehrenbach updates the Committee regarding the success of this one day event held at Charles Clark Square.

#### **Rediscover Your Bike –**

This event was conducted in partnership with the Windsor-Essex County Health Unit at the WFCU Centre located at 8787 McHugh Street on Saturday June 11, 2011. Windsor Bicycle Committee provided bicycle safety check inspections.

C. Waters provides an update to the Committee noting that recently 100 extra bicycle bells were forwarded to him by the manufacturer. A change in the font size lettering was updated. This amended lettering included larger font size lettering advertising the Windsor Bicycle Committee web site, being [www.cyclewindsor.ca](http://www.cyclewindsor.ca).

The Committee notes their interest in attending the award ceremony when the 2011 Ontario Bike Summit/Road Cycling Coalition Bronze medal award is bestowed.

**8.0 Financial**

**Financial Summary Variance Report for the Period Ending May 31, 2011**

The Committee generally discusses the Financial Summary Variance Report for the period ending May 31, 2011. It is noted that future purchases may include reflective bicycle tape and the Chairperson requests all Committee members to be prepared to discuss and bring future expenditure suggestions for the remaining 2011 operating budget funds to the Tuesday October 11, 2011 at 5:00 o'clock p.m. meeting for consideration.

**6. DATE OF NEXT MEETING**

The next meeting will be held on Tuesday October 11, 2011 at 5:00 o'clock p.m. (the location is to be announced).

**7. ADJOURNMENT**

There being no further business, the meeting is adjourned at 8:20 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR

**AGENDA**  
and Schedule "A"  
to the minutes of the  
**Windsor Bicycling Committee** meeting held  
Tuesday, July 5, 2011  
at 6:00 o'clock p.m.  
Room 402, 400 City Hall Square East



1. **CALL TO ORDER**

2. **PRESENTATIONS**

2.1 **Workplace Violence and Harassment Presentation**

**Re: Respectful Workplace** - PowerPoint Presentation by Health and Safety Advisor from Human Resources (as per Ministry of Labour requirement June 15, 2010).

2.2 **ABC Governance Structure – Implementation by Council Services –**  
PowerPoint Presentation by the Committee Coordinator and Council Secretariat

3. **ELECTION OF CHAIRPERSON**

4. **DECLARATIONS OF CONFLICT**

5. **MINUTES**

Adoption of the minutes of the meeting held May 10, 2011 – **(attached)**.

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 Windsor Bicycling Committee Mandate – **(attached)**.

6.2 Schedule Dates and Times of remaining 2011 Quarterly meetings – 2011 calendar – **(attached)**.

7. **BUSINESS ITEMS**

7.1 Update – June Bicycle Events

8. **FINANCIAL SUMMARY VARIANCE REPORT**

The Financial Summary Variance Report for the period ending May 31, 2011 – **attached**.

9. **DATE OF NEXT MEETING**

10. **ADJOURNMENT**