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Windsor, Ontario January 18, 2012

A meeting of the **Windsor Bicycling Committee** is held this day commencing at 5:00 o'clock p.m. in Room 406, 400 City Hall Square East, there being present the following members:

Kari Gignac, Chairperson
Councillor Alan Halberstadt (arrives at 5:10 p.m.)
Neil Campbell
Charles Griffith
Charles Pope
Dr. Christopher Waters

Guest via teleconference phone:

Eleanor McMahon, CEO and Founder, Share the Road Cycling Coalition

Also present are the following resource personnel:

Junaid Akhter, Transportation Planning Engineer (T)
Josette Eugeni, Manager of Transportation Planning
Cathy Copot-Nepszy, Windsor-Essex County Health Unit
Constable Mike Jurilj, Windsor Police Services
Sergeant Steve Lamarche, Windsor Police Services
Constable Paul Leblanc, Windsor Police Services
Karen Kadour, (A) Committee Coordinator

1. CALL TO ORDER

K. Gignac, Vice Chair calls the meeting to order at 5:01 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. DECLARATIONS OF CONFLICT

None declared.

3. **ELECTION OF CHAIRPERSON**

The Committee Coordinator calls for nominations from the floor for the position of Chairperson. C. Pope nominates Kari Gignac as Chairperson of the Windsor Bicycling Committee. Seeing no other nominations, the Committee Coordinator asks Kari Gignac if she accepts the nomination. The nomination is accepted.

Moved by C. Pope, seconded by Dr. Waters,
That Kari Gignac **BE ELECTED** Chairperson of the Windsor Bicycling Committee for the term ending November 30, 2014.
Carried.

4. **MINUTES**

Moved by C. Griffiths, seconded by N. Campbell,
That the minutes of the Windsor Bicycling Committee at its meeting held November 29, 2011 **BE ADOPTED** as presented.
Carried.

5. **BUSINESS ITEMS**

5.2 **Children's Safety Village**

The letter from Michael Lucier, Executive Director, Children's Safety Village dated January 11, 2012 outlining a business plan to utilize the \$2,000 donation from the Windsor Bicycling Committee is distributed and attached as Appendix "A".

Sergeant Lamarche reports he assists with the children's programs at the Safety Village and adds that the programs are very successful.

Constable Paul Leblanc indicates that brochures outlining the rules of the road and bicycle safety (for adults) will be provided to the Multicultural Council for distribution to clients.

5.3 **2012 WBC Budget**

Councillor Halberstadt advises that City Council directed Advisory Committees of Council to reduce their annual budgets by 10 per cent. The Chairperson indicates she will attend the March 2012 Council budget deliberations meeting.

It is generally agreed that Councillor Halberstadt will meet with the Committee Coordinator to amend the WBC original budget submission to reflect the 10 per cent reduction as mandated by Council.

5.4 Recruitment of New Members to the Windsor Bicycling Committee

Clerk's Note: An ad to solicit new members to the WBC will be placed in the Windsor Star on February 4, 2012.

5.1 "Share the Road Cycling Coalition Bicycle Friendly Community Designation – Go for Silver" Campaign

Eleanor McMahon, CEO and Founder, Share the Road Coalition participates in the meeting proceedings via teleconferencing at 5:36 o'clock p.m. Members are asked to introduce themselves. An e-mail from E. McMahon dated January 11, 2012 regarding the feedback report of the Bike Friendly Community Application submitted January 2011 is attached.

The salient points of discussion relating to the "Go for Silver Campaign" are as follows:

- Feedback report of the Bike Friendly Community Application submitted January 2011 was undertaken by a panel of experts which included planners, engineers and municipal officials across Ontario.
- Suggestion to contact previous winners of the "Silver Designation" to determine what is required to achieve this level.
- Significant measures to improve cycling in Windsor are:
 - Dedicating at least one full time staff person to work primarily on cycling/alternative transportation/ - Transportation Demand Management (TDM)
 - Update Bicycle Use Master Plan
 - Increase the percentage of identified bike lanes that are implemented.
 - Set an ambitious, attainable target for TDM goals
 - Create a cycling hub of information on the City of Windsor website
 - Expand the in-school bicycle education
 - Expand efforts to evaluate the bicycle usage and collision statistics to produce a specific plan to reduce the number of collisions in the community.
- Two opportunities in 2012 to apply for the silver designation
- Bike lanes should have multi-modal approaches
- Several local mayors to meet with the Honourable Bob Chiarelli, Minister of Transportation to discuss SEED funding for infrastructure improvements (date to be determined). Invitation to be provided to Mayor Francis.
- Suggestion for Windsor Police Services to design a program to educate the public regarding safe cycling
- Distribute safe cycling brochures by Windsor Police throughout Police Week – May 2012 at Devonshire Mall.
- Law enforcement should identify where cycling collisions are occurring and if issues with lighting or infrastructure are germane.

Dr. Waters leaves the meeting at 6:40 o'clock p.m.

Eleanor McMahon concludes the teleconference call at 6:48 o'clock p.m.

6. **COMMUNICATIONS**

None.

7. **DATE OF NEXT MEETING**

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

8. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 7:03 o'clock p.m.

CHAIRPERSON

COMMITTEE COORDINATOR

AGENDA
and Schedule "A"
to the minutes of the
Windsor Bicycling Committee meeting held
Wednesday, January 18, 2012
at 5:00 o'clock p.m.
Room 406, 400 City Hall Square East



1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ELECTION OF CHAIRPERSON**

4. **MINUTES**

Adoption of the minutes of the meeting held Tuesday, November 29, 2011— *(previously distributed)*.

5. **BUSINESS ITEMS**

5.1 **"Share the Road Cycling Coalition Bicycle Friendly Community Designation"**

5.2 **Children's Safety Village**

5.3 **2012 WBC Budget**

5.4 **Recruitment of two members for the Windsor Bicycling Committee**

6. **COMMUNICATIONS**

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**



*Safety Education
Centre*

Children's Safety Village of Windsor and Essex County

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Windsor, Ontario N8T 3R7
Tel: (519) 945-5500
Fax: (519) 974-7114
www.rotarysafetyvillage.com
Reg Charity Number 865 593 370 RR 0001

Another  Rotary Project

January 11, 2012

Attention: Windsor Bicycle Committee

To whom it may concern;

Children's Safety Village of Windsor and Essex County has been providing safety education since September of 2003 and we are fortunate enough to have great working relationships with both the Police and Fire Services throughout the City and County.

Our grade four bicycle safety program is one of our most well-attended of these programs. All of our lessons are offered to schools at no cost. Unfortunately, even with no admission charges for our programs we are still not seeing all-schools. The main reason being identified is the cost of bus transportation to and from our unique learning environment.

A bus for a Windsor school is typically \$120.00 and will accommodate 48 children. We are proposing that we could cover \$100 of twenty buses for a total of \$2000 in funding requested. This money would be distributed directly to Windsor schools whom we can identify as not accessing our programs due to the cost of bus transportation. This could result in hundreds of children being provided the safety education that would have otherwise not been granted to them.

Our interactive grade 4 program is presented by a Windsor Police Officer and teaches children about bike maintenance, proper riding techniques, the laws regarding helmets and will even see our Police Educators properly fit everyone's bike helmets. In addition, with the help of Helmets on Kids, we are able to distribute free bike helmets to anyone who attends our Grade 4 program. Last year, through our school program we distributed over 250 properly fitting new bike helmets to children.

We thank you for your consideration. If you have any questions please feel free to contact me at anytime.

Michael Lucier
Executive Director
Children's Safety Village of Windsor and Essex County

APPENDIX "A"

Kadour, Karen

From: Halberstadt, Alan
Sent: January 16, 2012 3:00 PM
To: Kadour, Karen
Subject: FW: BFC Review
Attachments: Windsor Feedback Summer 2011 Final.pdf

Karen:

Please see attached from Eleanor McMahon and forward the feedback report on the Bike Friendly Community Review to the Bike Committee members so that we can discuss the "Go For Silver Campaign" at Wednesday's meeting.

Thanks Alan

From: Eleanor McMahon [<mailto:eleanor.mcmahon2@sympatico.ca>]
Sent: January 11, 2012 2:53 PM
To: Eugeni, Josette; Halberstadt, Alan
Subject: BFC Review

Good afternoon Josette and Alan, and happy new year.

I am pleased to (finally!) send to you the feedback report on Windsor's application. My apologies for the delay.

I did receive your initial report last month but – as is sometimes the case with a new program – the report needed some refinement. As you can appreciate, this is a U.S.-based program and most of the references are American. For the most part that is not an issue, but I did want to expand our list to include relevant Canadian references as well.

If you have questions related to the report, or if I can help in any way, please let me know.

We look forward to working with you as Windsor "Goes for Silver"!

Best regards,

Eleanor..

Eleanor McMahon
CEO and Founder
Share the Road Cycling Coalition
(647) 201-2820
eleanor_mcmahon@rogers.blackberry.net
www.sharetheroad.ca



Building a Bicycle Friendly Ontario

  **Bicycle Friendly Community**

BTAC ACIV
Bicycle Trade Association of Canada / Association canadienne de l'industrie du vélo

 **1 WORLD
2 WHEELS**
WORLD COMMITTEE

2

Feedback on Windsor's application to be designated a Bicycle Friendly Community – Spring 2011

Share the Road Cycling Coalition has designated Windsor, Ontario as a Bicycle Friendly Community at the **Bronze** level.

Reviewers were very pleased to see the current efforts and future commitments to making Windsor a great place for bicyclists, which can be seen in the growing number of cyclists. **Some of the highlights of the application include: the large number of new bike parking spots, bike-friendly business awards, an array of cycling related programs for the whole family through your Parks and Recreation Department and your bicycle tourism initiatives such as the Bike Train. Reviewers were particularly impressed by the zoning by-law provision that allows for bicycle parking to replace parking spaces.**

Your application was commendable in the depth and breadth of information you provided. The BFC review team expects great things in the future given the good local team and the coming improvements to the network and programs. Reviewers provided the following suggestions to further promote bicycling. The most significant measures the city should take to improve cycling in the community are:

- Dedicating at least one full-time staff person to work primarily on cycling/alternative transportation/TDM efforts. This will be particularly important as the city of Windsor seeks to improve on its progress as a Bicycle Friendly Community. The benefits will be important to scaling up your BFC efforts versus a large number of staff spending only a small portion of their time working on cycling issues. See this report on the importance of Bicycle & Pedestrian program staff.
- Your Bicycle Use Master Plan (BUMP) has been in place since 2001. It is time to update and fully implement the Master Bike Plan and continue to build the spine of your network and close the gaps to create an integrated network. The City of Windsor should place an emphasis on the number of on-road bicycle facilities to fully connect your well planned network. This investment will enhance safety and increase ridership. It will contribute to increased mode share and an increase of both recreational riders as well as utilitarian/commuter riders. It will also be useful as you seek to encourage modal shift and encourage citizens to cycle instead of drive for those short-term trips. According to Environment Canada, 40% of all car trips in Canada are less than 5 km, which at pace of 18 km per hour for the average cyclist, is approximately 20 minutes.

- Increase the percentage of identified bike lanes that are implemented. Ensure that your planned and implemented network integrates into the future Essex County Active Transportation Plan to further strengthen your existing routes for those cycling between neighboring municipalities. Consider applying the NACTO Urban Bikeway Design Guide for solutions to your community's unique context- especially around bicycle accommodations at intersections. Consider making a creative "How to Use a Bike Box" video like the City of Guelph when introducing new features to your community.
- Set an ambitious, attainable target for your TDM goals. The City of Windsor has created an ambitious and commendable target for kilometers of on-road bicycle lanes. Tie these goals to similar mode share targets. These goals will allow you to evaluate the success of your new facilities as well as focus your programming and education to meet these targets.
- Create a cycling hub of information on the City of Windsor website. Currently, cycling information is located between Trails and the Bicycle Committee pages. Consider one page that includes information for every type of cyclist from recreation, touring to commuter etc. Provide them all the information they need, highlight your Bicycle Friendly Business Award winners, locate bicycle shops, provide course information, maps, videos etc. You have begun to do this with your www.cyclewindsor.ca page, but enhancing this page to be more user-friendly and linking it to your municipal website will help those trying to find information. (See below for more information on this topic).
- Expand your in-school bicycle education. Although one school did participate, we would recommend that you work with your school boards and or your health unit to deliver Active and Safe Routes to School programming to an increased number of schools as a mechanism for lowering congestion and creating healthy habits for life. For information on how to implement school travel planning or an active and safe routes to school program in your community contact Green Communities Canada:
www.greencommunitiescanada.org
- Expand efforts to evaluate the bicycle usage and collision statistics to produce a specific plan to reduce the number of collisions in your community. These statistics need to be regularly circulated to Transportation staff working on cycling issues. There are more opportunities for collaboration with law enforcement outlined in the Enforcement section below. In terms of collision analysis, there are tools available including *Intersection Magic*: http://www.pdmagic.com/im/and PBCAT (both can be used in Ontario). For further examples of collision prevention strategies see the report *Bicyclist Fatalities and Serious Injuries in New York City 1996-2005*

Reviewers provided the following suggestions to further promote bicycling:

Engineering

- Continue to expand the bicycle network and increase network connectivity through the use of bike lanes, shared lane arrows and signed routes -- think past the "lane". On-street improvements coupled with the expansion of the off-street system will continue to increase use and improve safety. These improvements will also increase the effectiveness of encouragement efforts by providing a broader range of facility choices for users of various abilities and comfort levels.
- Provide opportunities for ongoing training on accommodating bicyclists for engineering, planning staff, and law enforcement. For a good background reference on the benefits of staff training, see this paper based on a case study of Caltrans (California Department of Transportation): community.railstotrails.org/media/p/21168/download.aspx

Consider hosting a local Bicycle Summit in partnership with local stakeholders, featuring best practice design. The Share the Road Cycling Coalition can help by offering event knowledge and expertise. Contact Coalition CEO Eleanor McMahon for more information: eleanor@sharetheroad.ca Another professional development opportunity would be to arrange for staff to attend the Coalition's Ontario Bike Summit where engineering and design excellence workshops are featured.

- Ensure that new and retrofitted/ renovated facilities accommodate bicyclists by conforming to current best practices and guidelines – such as Transport Canada's Bicycle End-of-Trip Facilities Guide or the AASHTO Guide for the Development of Bicycle Facilities
- Road diets calm traffic, lead to a better use of roadway space and contribute to a more livable neighborhood and community. Look at Transport Canada's Case Studies around Road Use and Design and peruse this White Paper on road diets which references a number of municipal case studies:
http://ashlandtsp.com/system/datas/89/original/AshlandTSP_RoadDietsWP_011110.pdf
f
Note the reference to the "Road Diet Handbook: Setting Trends for Livable Streets" by Jennifer Rosales, P.E. Finally, see this link to media coverage of a road diet initiative in Edmonton:
<http://www.globaltvedmonton.com/city+eyes+road+diet+to+curb+highlands+traffic+on+112th+ave/6442510390/story.html>

Encouragement

- Consider passing a by-law that would require larger employers to provide bicycle parking, shower facilities, and other encouragement tools. The city could be the model employer for the rest of the community.
- Consider improvements to www.cyclewindsor.ca in order to create an information hub for all things cycling in the city of Windsor and surrounding areas. Keeping the website updated is important. These duties should be allocated to staff to ensure consistency and timely updates. Examples of improvements could include: links to local programs, retailers, clubs and resources related to cycling, information about Windsor's "Go for Silver" strategy, and relevant media articles. Arlington Virginia does an excellent job in this regard: <http://www.bikearlington.com/> This information portal could also advertise local events and become a "go-to" resource for local partners, stakeholders, visitors to Windsor and tourists. For inspiration see the City of Greenville South Carolina's "Bikeville" website. Greenville is also a "Bronze" Bicycle Friendly Community: <http://www.greenvillesc.gov/ParksRec/trails/bikeville.aspx>. Another excellent example is the City of Minneapolis – a Gold Bicycle Friendly Community: <http://www.ci.minneapolis.mn.us/bicycles/>
- Bike share programs can be a safe and efficient way to encourage cycling – particularly for short trips. Want to know how to decide if a bike sharing program is right for your community? Consider reading Transport Canada's Bike Sharing Resource or this research paper developed by Portland-based Alta Planning which has established a number of bike share programs in the United States such as the recently launched program in New York City; http://www.altaplanning.com/App_Content/files/pres_stud_docs/bike_sharing_whitepaper.pdf
- Continue to offer community celebrations like your Car Free Festivals and rides each time the community completes a new bicycling related project. This is a great way to show off the city's good efforts and introduces new users to the improvement. Consider reading about the City of Waterloo's "Street Party" for its new road diet along Davenport Road.
- Increase the amount of way-finding signage around the community and link your new shared pathways to existing ones.
- Encourage local businesses to promote cycling to the workplace. Provide an incentive program or recognition program. Consider a partnership with the local Chamber of Commerce for those that do promote cycling to work or that have facilitated cycling to their business. Highlight the success of local businesses that have embraced the cycling

culture, and facilitated cycling for their employees. Companies such as Northern Brewer in Minneapolis are an excellent example of a bicycle friendly business:

<http://bikewalkmove.org/tag/bike-walk-twin-cities>. The "Cycle Friendly Employers" website developed by Life Cycle UK is another great source for information on how employers can become more bicycle friendly:

<http://www.cyclefriendlyemployers.org.uk/>

- Create an education campaign in the form of a flyer/workshop or through working with BIAs educating them on the importance and benefits of cycling facilities.
- Consider using your Trail Ambassadors program to launch a bike buddy or bicyclist mentorship program for inexperienced riders. See what Spokane, Wash. and Charlotte, N.C. are doing <http://groups.google.com/group/bikementor>, <http://www.spokanebicycleclub.org/bikebuddy.htm>

Education

- Work to get bicycling and motorist education messages added to routine local activities such as tax renewal, drivers licensing and testing, or inserts with utility bills.
- For educational materials featuring messages focused on motorists as well as cyclists, contact your local CAA office and peruse their bicycle safety and education website <http://bikesafety.caa.ca/>
- Start a motorist education programs for bus and taxi drivers in the city. For inspiration, see what San. Francisco has done <http://www.sfbike.org/?drivertraining> Consider if perhaps your Police Services or a local CAN-BIKE instructor can offer the training.
- Ensure that bicycle-safety education is a routine part of public education. Expand your Active and Safe Routes to School program to emphasize bicycling (many do just walking now) and encourage all schools to get involved. For more tools, learn about a new pilot project in Southern Ontario -- a partnership between the Share the Road Cycling Coalition and Green Communities Canada -- Wheeling to School. This pilot program, schedule for completion in July 2012 and based in 4 school districts in southwestern Ontario, is studying the barriers to getting more children riding their bikes to school. One of the outcomes will be to facilitate the promotion of cycling to school resources.
- The community should work to increase bicycling education opportunities for children and adults. It is good to have a presence at local community events and an established program that focuses on children and newcomers is a great idea. Work in partnership with local law enforcement to build on any existing "in-school" or community based education opportunities already in place.

- Continue to improve bicycling education opportunities for children and adults. Specifically if you are hoping to change your mode share adult and commuter training options are important. The Region of Waterloo provides a smaller "Taste of CAN-BIKE" course for those wanting to find out more about the program. In Vancouver, they have created commuter specific courses.
- Reach children with bicycling education outside of school in recreation programs, bicycle repair co-ops, Trips for Kids events, and through youth bike clubs. Here is an example from British Columbia's Hub for Action on School Transportation Emissions or Portland, Oregon's - <http://www.communitycyclingcenter.org/index.php/programs-for-youth>

Enforcement

- Make stronger connections between bicycling community and law enforcement. Ensure that police officers are educated on the "Share the Road" message and have general knowledge regarding traffic law as it applies to bicyclists. The city should encourage it's the Windsor Police Service to include training on Highway Traffic Act provisions as they apply to cyclists, as part of their in-service training for officers.
- Excellent partnerships with law enforcement are particularly critical when it comes to vulnerable road user safety. An example of a partnership initiative is the launch, in 2011 of a "Share the Road program in Halton Region. In March 2011, the Share the Road Cycling Coalition launched a pilot "Share the Road" Program in partnership with the Halton Regional Police. The program has a number of components which Share the Road is happy to share with other police agencies and communities. The program had a distinct focus on education and targets both motorists and cyclists. It includes the development of educational materials that are distributed in partnership with local cycling organizations, and via on-road blitzes where officers distribute material to cyclists and motorists via traffic stops, similar to a "R.I.D.E" program. A media component is also part of the program. For information on the program or to arrange a presentation by Share the Road: info@sharetheroad.ca A copy of the presentation outlining the various program components can be found here: <http://www.haltonpolice.ca/PublicAffairs/Publications/Documents/Share%20the%20Road%20-%20Rules%20and%20Regulations.ppt>

Evaluation/Planning

- Consider evaluating existing programs and measures of cycling and walking through quantifying their benefits. A tool that can help with this is Victoria Transport Policy Institute's Quantifying the Benefits of Non-Motorized Travel For Achieving TDM Goals or

Transport Canada's Canadian Guidelines for the Measurement of Transportation Demand Management Initiatives User's Guide

- Consider conducting an economic impact study on bicycling in your community
http://www.altaplanning.com/App_Content/files/fp_docs/2008%20Portland%20Bicycle-Related%20Economy%20Report.pdf
- Work to integrate the development of the cycling network into larger land use planning and development projects and plans. Consider reading ACT Canada- Sustainable Mobility Network's TDM Supportive Guidelines for Development Approvals .
- Continue to work with the mountain biking community to develop a plan for off-road access and increase opportunities for single-track riding within the city

For more ideas and best practices please contact Share the Road's Bicycle Friendly Community Coordinator, Katherine Glowacz at: katherineglowacz@gmail.com Please contact Katherine with any questions regarding this review.

We would be happy to connect you to staff in other municipalities to facilitate information exchanges. For other examples, case studies and resources in the United States, The League of American Cyclists Bicycle Friendly Community Resource Page offers excellent examples. You can also peruse our website: www.sharetheroad.ca. Finally, please feel free to send resources your community has developed or used which would be useful for others to: katherineglowacz@gmail.com