

**ADOPTED IN PRINCIPLE by Council**  
**at its meeting held August 24, 2015 [M330-2015]**  
**subject to review by City Solicitor**  
**and results reported back to Council for final determination**

/AC

Windsor, Ontario August 24, 2015

**REPORT NO. 286 of the**  
**ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY**  
**STANDING COMMITTEE**  
of its meeting held July 22, 2015

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**Present:** Councillor F. Francis  
Councillor C. Holt  
Councillor B. Marra (Chair)

**Regrets:** Councillor Hilary Payne  
Councillor Paul Borrelli

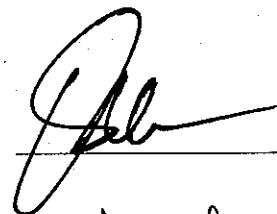
That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED:**

Moved by Councillor Francis, seconded by Councillor Holt,

That the request to rename the Windsor Bicycling Committee to the "Active Transportation Committee" **BE REFERRED TO COUNCIL FOR DECISION**, and that the Terms of Reference and Mandate (attached as Appendix A) for the proposed Active Transportation Committee **BE RECEIVED** for information.

Carried.

Clerk's Note: Report No. 59 of the Windsor Bicycling Committee is attached as background information.

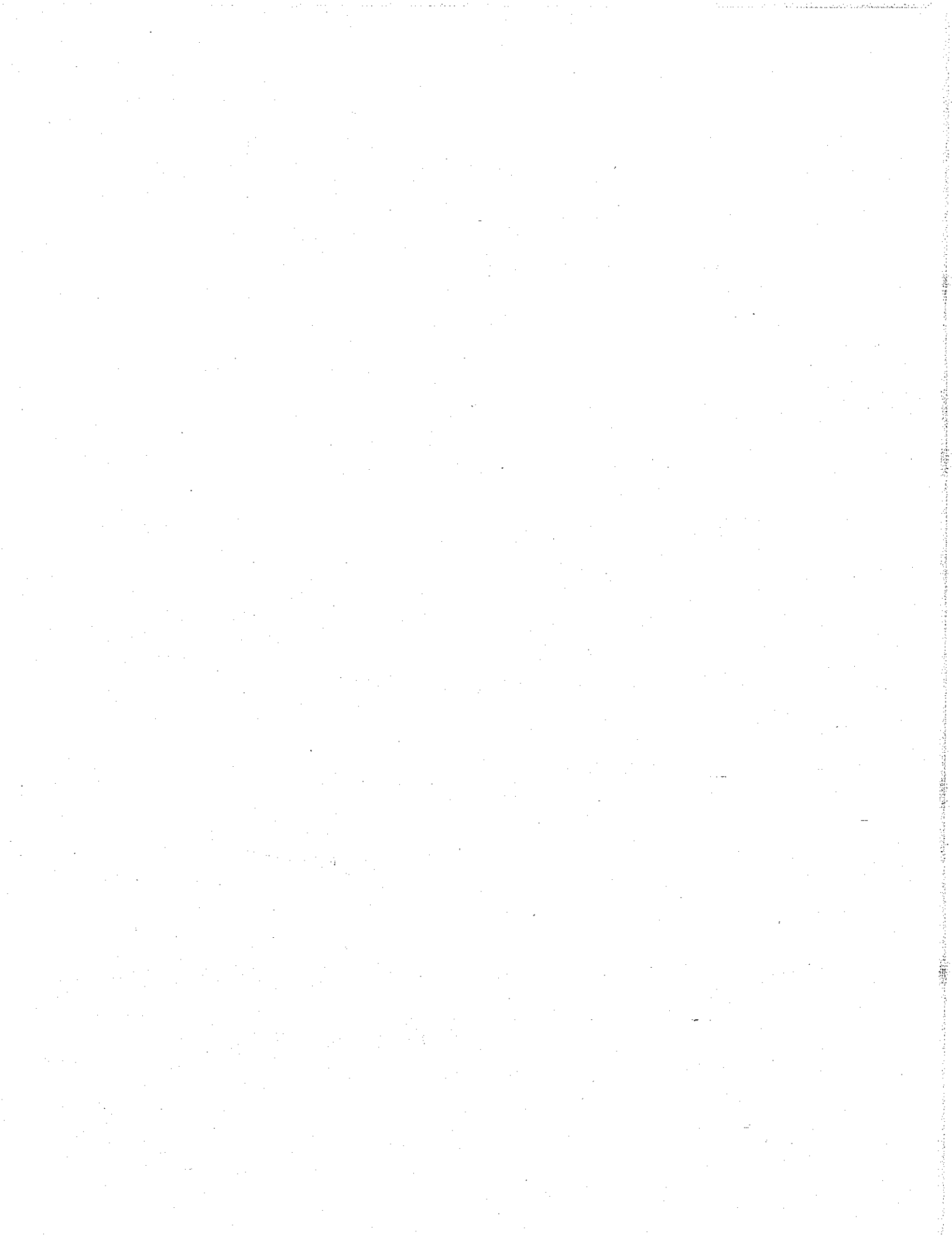


CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:	
NAME	CONTACT INFORMATION
Windsor Bicycling Committee	on file



Windsor, Ontario, July 22, 2015

**REPORT NO. 59**  
of the  
**WINDSOR BICYCLING COMMITTEE**  
of its meeting held  
May 27, 2015  
Room 407, 400 City Hall Square East

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**Present:** Dr. Chris Waters, Chair  
Jacques Berge  
Klaus Dohring  
Amy Farkas  
Jin Huang  
Anthony Ventimiglia

Your Committee submits the following recommendation:

Moved by A. Farkas, seconded by K. Dohring,  
That the Windsor Bicycling Committee **BE RENAMED** the Active  
Transportation Committee and further, that the Terms of Reference and Mandate for the  
proposed Active Transportation Committee, attached as Appendix "A" **BE APPROVED.**  
Carried.

**Note:** The Terms of Reference and Mandate for the proposed Active Transportation  
Committee and a memo dated May 27, 2015 from the Windsor Bicycling  
Committee entitled "Proposed Active Transportation Committee" – attached.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
COMMITTEE COORDINATOR

Notification:		
Windsor Bicycling Committee	On File	

## **Appendix A**

### **Active Transportation Committee – Mandate and Terms of Reference**

#### **Introduction/Preface**

The Windsor Bicycling Committee was originally established in 1987 as the Bikeways ad hoc Steering Committee. The main role of this ad hoc committee 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. The Bikeways ad hoc Steering Committee was changed to the Windsor Bicycling Committee in 1991 and had its mandate expanded accordingly. In order to promote a "complete streets" agenda, in 2015 City Council changed the name of the Committee to the Active Transportation (AT) Committee and expanded its mandate accordingly.

#### **Mandate**

The purpose of the Committee is to enhance the safety and viability of AT in the City of Windsor. It acts as an advocate for the growth of bicycling, walking, and other forms of AT as forms of transportation and recreation that are affordable, equitable (as they increase access for all residents), enhance community vitality, attract and retain residents and investors, are environmentally sustainable,, are quiet, and promote health and well-being. The Committee acts as an advisor to Council and City departments on AT matters in Windsor.

#### **Composition/Membership**

The Active Transportation Committee shall consist of a maximum of 9 voting members, and non-voting resource members from the City, Health Unit and Windsor Police Service.

#### **Duties and Responsibilities**

##### **Education and Information:**

- Increase public awareness of cycling, walking, and other forms of AT: online (currently [www.cyclewindsor.ca](http://www.cyclewindsor.ca)), through events (which include Bike to Work and Bike to the Fireworks), and through public service announcements
- Promotion of AT facilities and programs developed by the City, or other AT groups in Windsor
- Development and/or promotion of education courses, in liaison with Windsor Police Service, schools and other groups that promote AT

- Distribution of, and education on, safety devices such as lights and reflectors.

#### Fundraising:

The Committee may coordinate partnership funding by soliciting funds from organizations and granting agencies, with any surplus funds that may be collected to be used for AT infrastructure, supplies and equipment (eg. bicycle racks).

#### Advocacy and Monitoring:

- Advise City Council – as well as other levels of government where appropriate- and their committees, departments and agencies, in order to support proactive AT measures in a variety of areas including infrastructure, engineering and enforcement
- Liaise with other advocacy groups such as the Bike Friendly Windsor-Essex and Share the Road Cycling Coalition, and other groups as needed

#### Appointment and Term

Windsor City Council shall appoint the members of the Windsor Active Transportation 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.

#### 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 Active Transportation Committee to Windsor City Council. Windsor City Council shall appoint a replacement for the unexpired term of the vacant position.

#### 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 member who is absent from 30% of the meetings during any one calendar year without the express approval of the Committee given at a scheduled meeting will be deemed to have resigned from the Committee.

Any vacancies resulting from absenteeism may be filled pursuant to the above provisions.

### **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.

### **Rules of Order**

Elections and meetings will be conducted according to Bourinot's Rules of Order and the City of Windsor Procedural By-Law.

Meetings shall generally be guided by the following:

1. 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.
2. All decisions of the Committee shall be made by resolution approved by a majority vote of all members present.
3. The Chair shall generally conduct the meeting in accordance with standard Rules of Procedure.
4. In the event of absence of the Chair, the Vice-Chair shall chair the meeting.
5. 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.
6. 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 Active Transportation Committee provided the invitation is approved by a majority vote of the members present.

### **Reporting Structure/Frequency of Meetings**

The Windsor Active Transportation Committee reports to the Environment, Transportation & Public Safety Standing Committee.

Frequency of Meetings:

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

### **Resources to the Committee**

- The Committee will have an annual budget comprised of contributions from the City of Windsor.
- Administrative Support will be assigned through the City of Windsor, Council Services.

### **Remuneration**

Advisory Committee members receive no compensation for their service on the City's Advisory Committees.

### **Quorum**

The quorum of the Windsor Active Transportation Committee is 5 voting members.

**To: The Environment, Transportation & Public Safety Standing Committee  
and  
City Council**

**From: The Windsor Bicycling Committee (WBC)**

**Date: 27 May 2015**

**Re: Proposed Active Transportation Committee**

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With a new term for Council and the WBC, this is an opportune time to rethink the Committee's mandate. We would like to suggest broadening the focus of the Committee from just cycling to include all forms of human-propelled travel, or "active transportation" (AT). Naturally, all of us are keen to promote cycling in the City for both commuters and recreational cyclists. Cycling promotion and advocacy would remain at the core of what an Active Transportation Committee would do. We would however be adding other forms of AT (e.g., walking, manual wheelchairs, jogging, skateboarding, rollerblading) to our mandate. Here are a few reasons why we believe the mandate should be expanded:

- 1) The most progressive thinking about urban/transportation planning is in the area of "complete streets". Complete streets are "designed for all ages, abilities, and modes of travel. On Complete Streets, safe and comfortable access for pedestrians, bicycles, transit users and the mobility-impaired is not an afterthought, but an integral planning feature. A Complete Streets policy ensures that transportation planners and engineers consistently design and operate the entire street network for all road users, not only motorists."<sup>1</sup> Calgary, among other cities, recently brought in a Complete Streets policy.<sup>2</sup> The Committee's current exclusive focus on cycling may lead us to ignore the role cycling, walking, and other forms of AT play in a multi-modal transportation mix of sustainable and affordable travel.
- 2) An active transportation committee would allow us to broaden the base of support for active transportation in Windsor. While not everyone is a cyclist, almost everyone is a pedestrian. Occasionally the interests of cyclists and pedestrians are not aligned, but the major problem both cyclists and pedestrians face is the car-centric nature of our city. There is strength in

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<sup>1</sup> Complete Streets for Canada: <http://completestreetsforcanada.ca>

<sup>2</sup> City of Calgary:

<http://www.calgary.ca/Transportation/TP/Pages/Planning/Calgary-Transportation-Plan/Complete-Streets.aspx>



numbers as both users often face the same concerns around motorists. It is also worth pointing out that currently there is no direct advisory/advocacy body for pedestrians in Windsor; that there is need for advocacy for pedestrians is evident in terms of cross-walk issues, areas without sidewalks and so on. It should be noted that walking is the most affordable and equitable means of travel, and that it increases access to local goods and services for all.

- 3) There are numerous precedents for Active Transportation advisory committees in Canada, across a variety of municipality types. For example, Essex County, Thunder Bay, Vancouver, Richmond, Stratford and Winnipeg all have active transportation committees.<sup>3</sup> Many AT committees were formerly bicycling advisory committees whose mandates have similarly evolved.

The main caution we have in proposing this evolution of the Committee's mandate is that it may be dangerous to take focus away from cycling when there remains much to do with respect to infrastructure, education, enforcement and so on. Among other things, while very significant strides have been made in recent years the 2001 Bicycle Use Master Plan is not yet implemented and is likely due for an update. Nonetheless, the Committee is of the view that expanding its mandate will provide greater support for cycling as well as other forms of AT for Windsor residents and visitors. In other words, promoting cycling as part of a complete streets mix will help mainstream the use of the bicycle as a normal commuting, errand-driven, and recreational activity.

Please find attached to this memorandum a draft mandate for an Active Transportation Committee (Appendix A).

Thank you for considering this proposal.

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<sup>3</sup> See for example, the mandate of Thunder Bay's Active Transportation Advisory Committee:  
[http://www.thunderbay.ca/Living/Getting\\_Around/Active\\_Transportation/Advisory\\_Committee.htm](http://www.thunderbay.ca/Living/Getting_Around/Active_Transportation/Advisory_Committee.htm)

