

Environment, Transportation & Public Safety
Standing Committee Meeting Agenda

Date: Wednesday, July 31, 2024

Time: 4:30 o'clock p.m.

Location: Council Chambers, 1st Floor, Windsor City Hall

MEMBERS:

Ward 2 - Councillor Fabio Costante (Chairperson)

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

ORDER OF BUSINESS

Item #	Item Description
1.	CALL TO ORDER

READING OF LAND ACKNOWLEDGMENT

We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

2.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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3.	ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE
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3.1.	Adoption of the Environment, Transportation & Public Safety Standing Committee minutes of its meeting held June 26, 2024 (SCM 198/2024)
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4.	REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS
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5.	COMMUNICATIONS
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6.	PRESENTATIONS AND DELEGATIONS
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7.	COMMITTEE MATTERS
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7.1.	Minutes of the Environment & Climate Change Advisory Committee (ECCAC) of its meeting held May 21, 2024 (SCM 195/2024)
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7.2.	Minutes of the Active Transportation Expert Panel of its meeting held May 30, 2024 (SCM 217/2024)
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7.3.	Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 7, 2024 (SCM 219/2024)
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7.4.	Essex Windsor Solid Waste Authority (EWSWA) Annual Report - Essex-Windsor Residential Waste Diversion 2023 (SCM 220/2024)
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8. ADMINISTRATIVE ITEMS

8.1. Bike Parking Policy - City Wide (S 75/2023)

Clerk's Note: Administration is providing the *attached* additional information
(AI 16/2024)

8.2. Response to CQ 13-2023 - Front Yard Parking Best Practice 2.2.2 (SCM 327/2023) & (S 150/2023)

Clerk's Note: Administration is providing the *attached* additional information
(AI 15/2024)

8.3. Response to CQ 10-2024 - Property Owner sign-off on Permit Applications - City Wide (S 93/2024)

8.4. Response to CQ 11-2024 School Safety: Students and Drivers – City Wide (S 94/2024)

8.5. Niagara Street (Lincoln Road to Walker Road) Traffic Calming – Ward 4 (S 95/2024)

9. TRANSIT BOARD ITEMS

10. ADOPTION OF TRANSIT BOARD MINUTES

11. QUESTION PERIOD

12. ADJOURNMENT



Committee Matters: SCM 198/2024

Subject: Adoption of the Environment, Transportation & Public Safety Standing Committee minutes of its meeting held June 26, 2024

Environment, Transportation & Public Safety Standing Committee Meeting

Date: Wednesday, June 26, 2024

Time: 4:30 o'clock p.m.

Members Present:

Councillors

Ward 2 - Councillor Fabio Costante (Chairperson)

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Mark Winterton, Commissioner, Infrastructure Services & City Engineer

Jelena Payne, Commissioner, Economic Development

Tyson Cragg, Executive Director, Transit Windsor

Shawna Boakes, Executive Director Operations / Deputy City Engineer

Stephan Habrun, Director, Operations & Planning

Mark Spizzirri, Manager, Performance Measurement & Business Case Development

Anne Marie Albidone, Manager, Environmental Services

Jim Leether, Manager, Environmental Services

Anna Ciacelli, Deputy City Clerk

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1. CALL TO ORDER

The Chairperson calls the meeting of the Environment, Transportation & Public Safety Standing Committee to order at 4:30 o'clock p.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE

3.1. Adoption of the Environment, Transportation & Public Safety Standing Committee minutes of its meeting held May 29, 2024

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

THAT the minutes of the Environment, Transportation & Public Safety Standing Committee meeting held May 29, 2024 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 178/2024

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

None presented.

7. COMMITTEE MATTERS

None presented.

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Environment, Transportation & Public Safety Standing Committee Wednesday, June 26, 2024

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8. ADMINISTRATIVE ITEMS

8.1. Response to CQ 20-2024 Bulk Collection Program in BIAs

Councillor Kieran McKenzie inquires as it relates to ward 9 not having any Business Improvement Areas (BIA's), if there are parts of the city that have similar characteristics, if there would be a way to assess if there is a similar need for some of the services that could be provided through this pilot. Jim Leether, Manager, Environmental Services appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated, June 10, 2024, entitled "Response to CQ 20-2024 Bulk Collection Program in BIAs" and responds that the CQ was specific to BIAs and other areas of the city were not reviewed.

Councillor Kieran McKenzie inquires whether other areas throughout the city, not part of a BIA, could benefit from that service. Mr. Leether responds that it was specific to the BIA's, administration can look into that within the year of the pilot program to see if it is successful enough to warrant expanding the program. Mr. Leether adds that administration is open to exploring other avenues that could add value.

Councillor Kieran McKenzie asks if there can be an analysis provided. Mr. Leether indicates that is the reason administration proposed the pilot project as they have no data to refer to. Mr. Leether indicates that the idea would be to come back with further information on the success of the program and to look into expanding the program if necessary.

Councillor Gary Kaschak supports the pilot project and is looking forward to potentially expanding the project into the Ward 8 area.

Councillor Renaldo Agostino asks Administration if there is an opportunity to add an area that is not part of a BIA to be included in the pilot project. Mr. Leether responds that the addition of other areas to the current scope, may present service delivery challenges for the residents and budgetary challenges. Anne Marie Albidone, Manager Environmental Services appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated, June 10, 2024, entitled "Response to CQ 20-2024 Bulk Collection Program in BIAs" and adds that it is important to keep in mind that there are a set number of calls that can be answered per day. Any additional areas will not provide enough statistically significant data to decide to continue. Administration is recommending starting with the BIAs and expand the program to incorporate other areas based on future information.

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Kieran McKenzie

Decision Number: **ETPS 1013**

THAT the report of the Manager, Environmental Services dated June 10, 2024 entitled "Response to CQ 20-2024 Bulk Collection Program in BIAs" **BE RECEIVED** for information; and,

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Environment, Transportation & Public Safety Standing Committee

Wednesday, June 26, 2024

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THAT Council **APPROVE** the inclusion of commercial businesses within BIAs in the existing Bulk Collection Program on a one-year pilot program beginning in the fall of 2024; and,

THAT Administration **REPORT** the results of the pilot project to Council in the fall of 2025; and,

THAT Administration **BE DIRECTED** to report back regarding the feasibility of expanding the bulk item pick up program into non BIA commercial districts during the final analysis or at any time within the pilot project timeline.

Carried.

Report Number: S 75/2024

Clerk's File: SW2024

11. QUESTION PERIOD

None registered.

12. ADJOURNMENT

There being no further business, the Environment, Transportation & Public Safety Standing Committee is adjourned at 4:40 o'clock p.m. The next meeting of the Environment, Transportation & Public Safety Standing Committee will be held Wednesday, July 31, 2024.

Carried.

Ward 2 – Councillor Costante
(Chairperson)

Deputy City Clerk / Supervisor of Council
Services



Committee Matters: SCM 195/2024

**Subject: Minutes of the Environment & Climate Change Advisory Committee
(ECCAC) of its meeting held May 21, 2024**

Environment and Climate Change Advisory Committee (ECCAC)

Meeting held Tuesday, May 21, 2024

A meeting of the Environment and Climate Change Advisory Committee is held this day commencing at 5:00 o'clock p.m. in Room 140, 350 City Hall Square West, there being present the following members:

Councillor Kieran McKenzie, Chair
Councillor Angelo Marignani
Glory Aimufua
Frank Butler
Mike Fisher
Masoumeh Mazandarani
Jennifer Nantais
Maria Boada
Kiemia Rezagian

Guest in attendance:

Giovanni Abari

Also present are the following resource personnel:

Karina Richters, Supervisor Environment Sustainability & Climate Change
Barbara Lamoure, Environment & Sustainability Coordinator
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 5:03 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Angelo Marignani, seconded by Mike Fisher,
That the minutes of the Environment and Climate Change Advisory Committee of
its meeting held March 19, 2024 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Committee's 2024 Operating Budget

The Chair advises that the 2024 Operating budget is \$11,974.56.

4.2 Review of Priorities

Barbara Lamoure provides project ideas for the ECCAC to consider as follows:

- Recommend new environmental metrics worth tracking in the ROSE report.
- Share insight on the city's various projects and plans
- Bring forward work that is deemed done by other organizations or municipalities that is commendable or relevant and to determine if can be implemented into city documents.
- Councillor Kieran McKenzie refers to the Ethically Sourced Protection Plan which is an area to review what is being done regionally into the city's focus
- Bring a focus of climate change to city plans and processes.
- Participate in environmental events hosted by the city and other organizations.
- Participate in and inform on subcommittees.

In terms of the sourced protection issue, the Chair remarks that a report came to the Essex County Conservation Authority (ERCA) at a recent meeting and the Board wanted to forward it to the City of Windsor. He adds that what is happening with sourced water protection across the region, this group affiliated with ERCA has been evaluating water quality in Windsor Essex County for many years and have come forward with a number of recommendations that municipalities need to approve in their Official Plan. There is a lot of work in this area that is progressing well. The one area that is not progressing well is the update to the Official Plan in a number of municipalities including the City of Windsor that need to be undertaken. The Chair proposes to review what is in the recommendations from the Sourced Water Protection and to evaluate that against the City of Windsor's Official Plan and for ECCAC to come back with recommendations to essentially update the Official Plan. He adds that this matter can be delegated to one of the subcommittees, i.e. Planning to review with a climate change lens where we are in Official Plan updates.

4.3 Potential events/projects

Barbara Lamoure advises that, the City of Windsor will be hosting the Trail Care Day 2024 to be held on Saturday, June 1, 2024 at Dieppe Garden Park.

5. Subcommittee Reports

Barbara Lamoure reports that the subcommittees will be less formal working groups that will meet a minimum of four times per year and will report back to the Advisory Committee. At least one member of the ECCAC should be on each subcommittee. The attending subcommittee lead can report back to the Advisory Committee. Meeting minutes will also be brought back to the Advisory Committee. An overview of the various subcommittees are as follows:

BIRD TEAM

Currently have a working Bird Team which was necessary to maintain the City's Bird Friendly status. The Bird Team would work to address and mitigate key threats to birds which includes protecting their natural habitat, increasing climate resiliency and conducting community outreach and education. The subcommittee is also responsible for providing an annual report card. The Bird Team currently has four members.

PLANNING AND ENVIRONMENT SUBCOMMITTEE

The goal is to bring forward recommendations for the Official Plan and policy documents, i.e.. environment, land use, greenway system.

PUBLIC EDUCATION AND ENGAGEMENT SUBCOMMITTEE

The goal is to develop and implement education and engagement, i.e. Pat on the Back Awards, which provides funding for community based projects up to \$1,000 for schools; the Green Speaker Series involving local and regional experts who speak on significant environmental issues in the community (*formerly programs from the Windsor Essex County Environment Committee*).

Kiemia Rezagian asks regarding the turnout for the Green Speaker Series. The Chair responds that the last two series held at Malden Park and had standing room only attendance. She notes she prefers to focus on the policy issues, i.e. the Youth Subcommittee.

The Chair indicates that the chairs of the subcommittees will be members of the Advisory Committee in order to bring that whole strategic piece together.

Councillor Angelo Marignani states as it relates to the Public Education and Engagement Subcommittee, he suggests going to the high schools; their student administrative council and to merge it with the Planning and Environment Subcommittee. He proposes meeting in Council Chambers to allow for the students to engage in conversation and to feel that they are making a difference. Following that, the recommendations provided by the students will be brought back to the Advisory Committee. Frank Butler adds that college and university students should also be included in this conversation.

Maria Boada proposes bringing in the people that are environmentalists and all of the City Councillors so that everyone is on the same page regarding what is happening internationally, regionally and locally in the environment. She agrees with the concept of doing mock council meetings.

Jennifer Nantais suggests instead of revamping the Pat on the Back Awards, think of projects to inspire work which would also tell the story of our city; to perhaps be more intentional rather than giving money away.

The Chair is hopeful that the subcommittees will come back to the Committee with their own workplans and as a committee will endorse that plan. If there is the “model Council” moment that we want to create, we will work towards that. He adds that the committee needs to create that structure and then allow it turn into whatever the people who populate it want it to become.

Kiemia Rezagian suggests that this subcommittee be integrated with the others as maybe it is standing alone independently thinking of education and engagement outside of the rest of the work everyone is doing. The integration of this subcommittee will make all of the work more powerful.

YOUTH SUBCOMMITTEE

The Youth Subcommittee can involve high school eco-teams, youth community sustainability groups and University/College students and will begin in September when classes commence. Barbara Lamoure adds they are envisioning the subcommittee meetings will be held in virtual format to accommodate individuals around the city.

Kiemia Rezagian advises that students councils are elected when the school year starts but the student trustees will have been chosen at this time. The student trustee convenes all of the prime ministers and presidents of all of the high schools in Windsor and Essex County (1 City representative and 1 County representative)

Karina Richters states that every high school has an Eco-Team which are not elected so this would expediate the process of acquiring students for the subcommittee

in September. She adds that a flyer can be sent to both school boards to advise of this initiative.

The Chair suggests perhaps limiting the number of students to just high schools, so the number of students will be manageable. He asks if additional subcommittees are required.

Frank Butler proposes a habitat land use subcommittee, Great Lakes water subcommittee, stormwater infrastructure subcommittee, possibly transportation, and a budget subcommittee. The pre-budget subcommittee would meet and have something ready for November 2024 with the assistance of Councillor Kieran McKenzie and Councillor Angelo Marignani. Following that, information will be provided to Council when budget deliberations begin in January 2025.

Karina Richters sees the budget committee as ad hoc.

The Chair indicates that the land use, Great Lakes and the transportation topics could be captured within the Planning Committee.

Mike Fisher remarks that the Committee has to have a voice at budget. The Chair adds that the budget documents are available for a certain amount of time, however, the budget process is 365 days a year, so if the Committee is working through issues, the recommendations will ultimately land in budget.

Karina Richters asks if the budget subcommittee would review the Council Agenda, keep track and then use that information to inform the budget. If this Committee is going to make a motion to City Council, it would say these are things that are contrary to or support the budget.

The Chair states that the members concur with the formation of the following subcommittees – Bird Team, Planning and Environment, Public Education and Engagement and the Youth Committee. The question is do we create an additional subcommittee.

Jennifer Nantais proposes that the Chairs of the subcommittees be established; determine the members to these committees, and then adopt an accountability lens into each of the subcommittees.

Councillor Angelo Marignani advises that the Planning and Environment Subcommittee will look more at the policies and lean towards the environmental concerns regarding the risk in those policies.

Moved by Mike Fisher, seconded by Councillor Angelo Marignani,
That the City of Windsor Bird Team Subcommittee, the Planning and Environment Subcommittee, the Public Education and Engagement Subcommittee and the Youth Subcommittee **BE SUPPORTED**.
Carried.

Moved by Frank Butler, seconded by Kiemia Rezagian.
That the Budget Subcommittee **BE SUPPORTED** for the purpose of dealing with budgetary environmental issues and to work in conjunction with the Bird Team, Planning and Environment, Public Education and Engagement and the Youth Subcommittees.
Carried.

Discussion ensues regarding the subcommittees and the members are asked to Chair or volunteer to be a member of the respective subcommittee. The following represents the results of this exercise

City of Windsor Bird Team Subcommittee

Jennifer Nantais – Chair

Planning and Environment Subcommittee

Councillor Angelo Marignani, Chair

Kiemia Rezagian

Maria Boada

Frank Butler

Masoumeh Mazandarani

Glory Aimufua

Public Education and Engagement Subcommittee

Maria Boada, Chair

Councillor Kieran McKenzie

Frank Butler

Youth Subcommittee

Kiemia Rezagian, Chair

Maria Boada

Budget Subcommittee

Frank Butler, Chair

Councillor Kieran McKenzie

Mike Fisher

4.4 Designing the ECCAC Logo

In terms of designing the ECCAC Logo, the following options are provided:

Option 1: Through a local company/artist, it could be created by the next meeting. Committee members would vote on the final design. There is a moderate cost expected with this option.

Option 2: Created by high school students involved in the new Youth Subcommittee, it would likely not be available until late this year. This option is likely less expensive but an award is recommended.

Councillor Kieran McKenzie states that he prefers Option 2 or could take the current logo and replace WECEC with ECCAC.

Councillor Angelo Marignani concurs with replacing WECEC with ECCAC.

Moved by Kiemia Rezagian, seconded by Councillor Angelo Marignani,
That the existing Logo **BE UPDATED** with the Environment and Climate Change Advisory Committee (ECCAC) and to discuss with the newly formed Youth Subcommittee, and the Public Education and Engagement Subcommittee to determine if there is interest in a process for a new logo.

Carried.

6. New Business

Frank Butler provides the following comments relating to May 4, 2024 article in the Windsor Star regarding “encroaching on Black Oak and the creation of 12 kilometers” by this mountain bike group:

- Damage and illegal activity is being created in a sensitive area.
- The group is called the Windsor Bike Community.
- Significant damage was done in 2018 as are building a mountain track, moving soil, and cutting down trees.

The Chair states this has been an ongoing issue in many of our parks. The decisions that have been made with respect to different types of activities happening in the park specifically with the off-road cyclists, this has been an issue not only with Black Oak Heritage and a number of other parks across the city. The city took the approach to try to build infrastructure to provide a place for these folks to do their activity. The question as to whether or not who will have access in Black Oak, the city still has control over that but is likely to change in the near future when the National Urban Park is created. The idea of allowing for that activity in a somewhat regulated way is the response to they are

going to do it anyway and the City has limited capacity to enforce. He indicates there may be more signage.

Karina Richters advises that she has been involved in the Black Oak cleanups for twenty plus years. Prior to the cyclists getting in, there were ATV's, hummers but the cyclists were doing much less damage than the jeeps, etc. because they pushed those bigger vehicles out.

Frank Butler adds that they are a very aggressive non-profit group who are engaging in illegal activity.

Councillor Angelo Marignani refers to the pump track at Little River and adds there was a bike path there which was torn down which becomes an enforcement issue. He suggests the placement of educational signage.

Mike Fisher advises that the position of Parks Canada is that they do not foresee owning back Black Oaks Heritage Park and remaining the City of Windsor jurisdiction. The challenge with education is that it works if people are interested in it, however, once people are on the front page of the newspaper breaking the law, they are quite content to break the law. The other component is whether there is a Provincial element to it because there is the element of riding the trails, but creating the trails you are destroying species at risk habitat. He asks if the city does not have resources, perhaps the Province can speak up and say you cannot dig up species at risk habitat in a natural area. He is not suggesting changing the law but enforcing or communicating the law.

Councillor Kieran McKenzie asks what the recommendation is if that is the direction. Mike Fisher responds to talk to the Ministry of Environment Conservation and Parks to get a sense of what their role is in this matter because it is not only city by-laws that are broken when you tear it up; it is violating Provincial Legislation. Jennifer Nantais adds that the City has been fighting this battle for years ; they cut the fence and every Parks Canada sign has been defaced. The City has hired security, they erected fences, repaired fences, put up signage, had staff on site and it has led to a breakdown of that relationship even further.

Frank Butler proposes that Legal review this matter, and to discuss it with the Province. He further suggests that the City contact this group to advise they are engaging in illegal activity and there may be consequences.

Councillor Kieran McKenzie requests that James Chacko, Executive Director Parks and Facilities, and a representative from Legal attend a future meeting.

7. Communications

Moved by Councillor Angelo Marignani, seconded by Mike Fisher, that the following Communications **BE RECEIVED**:

- 7.1 Community and Corporate Greenhouse Gas Emission and Energy Monitoring Report – 2022 – City Wide
- 7.2 Windsor's 2023 Report on the State of the Environment

Carried.

- 8. **Date of Next Meeting**
To be determined.

- 9. **Adjournment**

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



Committee Matters: SCM 217/2024

**Subject: Minutes of the Active Transportation Expert Panel of its meeting held
May 30, 2024**

Active Transportation Expert Panel

Meeting held May 30, 2024

A meeting of the Active Transportation Expert Panel is held this day commencing at 2:30 o'clock p.m. via Zoom video conference, there being present the following members:

Dr. Paul Henshaw
Teena Ireland
Kevin Morse
James Sommerdyk

Regrets received from:

Cole Gorham
Jocelyn Nikita

Guest in attendance:

Melissa Lauzon, Executive Director, The Safety Village

Also present are the following resource personnel:

Kathy Quenneville, Chair, and Active Transportation Coordinator
Ian Day, Manager, Traffic Operations
Karen Kadour, Committee Coordinator

1. Call to Order

Kathy Quenneville, Chair calls the meeting to order at 2:31 o'clock p.m. and the Expert Panel considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2 Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Dr. Paul Henshaw, seconded by James Sommerdyk,
That the minutes of the Active Transportation Expert Panel of its meeting held
March 14, 2024 **BE ADOPTED** as presented.
Carried.

4. Business Items

The Presentation entitled Active Transportation Expert Panel – May 30, 2024
Meeting is **attached** as Appendix “A”.

4.1 Ideas for utilization of the 2024 Operating Budget

The Chair advises that the current Operating Budget is \$7,524.

In terms of the Bike to Work Event, the Chair thanks Kevin Morse and James Sommerdyk for attending and providing support for the event. Kevin Morse responds that the event went well although there still is a challenge to promote and entice more cyclists to participate in events such as this. James Sommerdyk suggests more advertising in the future may promote more participation. The Chair states that comments were made by the attendees asking for the addition of organized bike rides to the event.

The Chair refers to the Bike to Fireworks Event which was hosted by the Windsor Bicycling Committee in the past. She notes that 12 bike racks would be required as well as fencing from the Parks Department along with a security guard at a cost of approximately \$2,000. She asks if the Expert Panel is interested in moving forward with the Bike to Fireworks Event (for the June 24th Ford Fireworks).

The Chair remarks that the operating budget can also be used to purchase helmets, locks, and lights. Kevin Morse proposes doing promotional ads for a particular target i.e. safety messages towards the motorists as people forget that they have to share the road. He asks if there are particular groups or areas that the Expert Panel wants to emphasize, i.e. education skill building, policy design.

a) Safety Village, Cycling Safety Programs

Melissa Lauzon, Executive Director, The Children’s Safety Village appears before the Committee and provides the following overview:

- The Safety Village since 2003 has been honouring safety and injury prevention programs for children with a focus from kindergarten to Grade 5.
- The Bicycle Safety Programming targets Grade 3 and 4. Changes were made this year as they were finding that many of the students of this age group do not ride a

bike or perhaps the first time they have been on a bike. They have now included some peddle scooters along with the bicycles.

- They have seen 38 schools take part in that program specifically since the Fall. Now including EMS to take part in their programs so every school visit receives a curriculum that is lined up with the school boards. The educators walk them through safety education for 3.5 hours so topics vary but the Bicycle Safety Program falls with their partnership with law enforcement. The educators are either Windsor Police Officers or they are from a county school with that area.
- They do not service adults at this time, but the facility is open to new partnerships and utilizing the space in any way that they can.
- The focus is on the Grade 3's and 4's.

In response to a question asked by the Chair regarding the length of the program, Melissa Lauzon responds that it is approximately 3.5 hours and the police component is about 1 hour and 10 minutes. The children will receive information on the bicycles, there is helmet fitting, direction on how to maintain a bicycle, proper hand signals, rules of the road and the practical component once they are outdoors.

Dr. Paul Henshaw notes that the Expert Panel has been reviewing the budget and its utilization, and asks if the amount of \$400 is per school. Melissa Lauzon responds that the amount of \$400. is per visit (60 students at \$8.00 per student cost) although not all schools can absorb that cost. Dr. Henshaw questions if there is a rotation of schools, i.e. a dozen schools one year, and the next year another dozen schools. Melissa Lauzon responds that it is up to the teacher to book the field trip.

As some schools cannot afford bussing, a great option for those schools would be if this organization can go to those respective schools.

Teena Ireland asks if there are statistics relating to the number of children riding their bikes to school. She advises that there are low income schools in the downtown area, who most likely require helmets and education. Melissa Lauzon responds that they track what schools come to the Safety Village and how often they attend. She indicates that they receive a donation from a local corporation of 350 helmets every summer for the Helmet Safety Program (between May and September) and if they receive a phone call from a family that needs helmets, they will do the fitting at the Safety Village.

Kevin Morse indicates that the infrastructure of where the school is built provides its parents areas to drive and park, thus are more likely to drive their children to school than walk or ride the bikes.

Dr. Paul Henshaw suggests that when the Safety Village goes into these schools, that there could be an incentive program, i.e. a child rides their bike two days a week, they would receive a bike lock which would relieve traffic around the schools. The Chair states that this could be an initiative that the Expert Panel can fund – bicycle related swag for incentivization.

Melissa Lauzon leaves the meeting at 3:00 o'clock p.m.

Moved by Dr. Paul Henshaw, seconded by Kevin Morse,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$2,500 for costs associated with the Bike to Fireworks event including the provision of fencing from the Parks Department, bike rack rentals and a security guard.

Carried.

The Chair asks for volunteers to assist at the Bike to Fireworks event. Teena Ireland remarks that in the past there were approximately six volunteers who helped with the event (in two shifts). She states with the addition of the security guard, that four volunteers will be sufficient.

Dr. Paul Henshaw expresses concern that there may be an insufficient number of members present to help with the event.

Discussion ensues regarding reaching out to various groups, and former Windsor Bicycling Committee members to determine if they are available to assist with the Bike to Fireworks event.

In terms of other initiatives, Kevin Morse asks if the Expert Panel is interested in approving some wayfinding signage as a pilot with some active transportation or environmental supports. The Chair responds that this suggestion falls under the bikeways development budget and adds they are looking at possible signage for the Victoria bikeway. She refers to the multi-use trail on the Gordie Howe Bridge and the need for more signage for travel and recreational purposes.

4.2 Prioritization of Future Projects

The Chair reviews the following Active Transportation Projects:

- Victoria Street Bikeway
- Kildare Bikeway
- Walker/Munsee/Turner/Seneca Multi-Use Trail
- Grand Marais Multi-Use Trail
- The Shepherd Street Local Street Bikeway includes the addition of speed humps, reconfiguration of stop signs and sharrow pavement markings and signage
- Review of the Capital Projects
- Review of the Active Transportation Master Plan (ATMP) High Priority Connections List along with ATMP high priority future projects

Kevin Morse states he looks at the east to west, north to south and filling in the gaps but trying to aim for whether streets or trails for the people are the safest. He wants

to ensure we are making it fluid so people can get into the downtown areas, those accessible areas in a safe way.

Dr. Paul Henshaw referred to the Shepherd Street Local Street Bikeway and asks if there were road improvements associated with this becoming a bikeway. Ian Day responds that it depends on whether it is a rehab project with the Operations Division where it is a mill and pave of the road and if the space is available to put the bike lanes back in. In terms of most of the capital projects, if bike lanes can be incorporated they are, as they are looking at the importance of getting the bike lanes in on the existing pavement. Dr. Paul Henshaw remarks that if the road is not to be resurfaced, it will not serve the purpose that they want. If they are not going to improve the road, it does not matter if there is signage or speed bumps.

Dr. Paul Henshaw also suggested extending the Walker-Munsee-Turner-Seneca trail to the north, to the Shoppers plaza parking lot to make travel from both north and south directions along Walker to the bike lanes on Seminole possible.

Moved by Kevin Morse, seconded by James Sommerdyk,
That the update provided by Kathy Quenneville, Active Transportation Coordinator regarding the prioritization of future projects **BE RECEIVED**.

5. Confirm and Ratify E-mail Poll

That the following E-mail Poll sent on April 29, 2024 regarding an expenditure in the upset amount of \$1,000 for the Bike to Work Event **BE CONFIRMED AND RATIFIED**

Moved by Dr. Paul Henshaw, seconded by Kevin Morse,
That approval be given to an expenditure in the upset amount of \$1,000 for the purchase of light refreshments for the Bike to Work event to be held on Thursday, May 30, 2024 from 7:30 a.m. to 9:00 a.m. in Charles Clark Square.
Carried.

6. Date of Next Meeting

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

7. Adjournment

There being no further business, the meeting is adjourned at 4:03 o'clock p.m.

Active Transportation Expert Panel Meeting

May 30, 2024

AT Expert Panel Budget & Initiatives

WBC balance carry forward: \$ 3,791

Annual Budget: \$ 4,300

Bike to Work Event: \$ 567

Remaining Balance: \$ 7,524

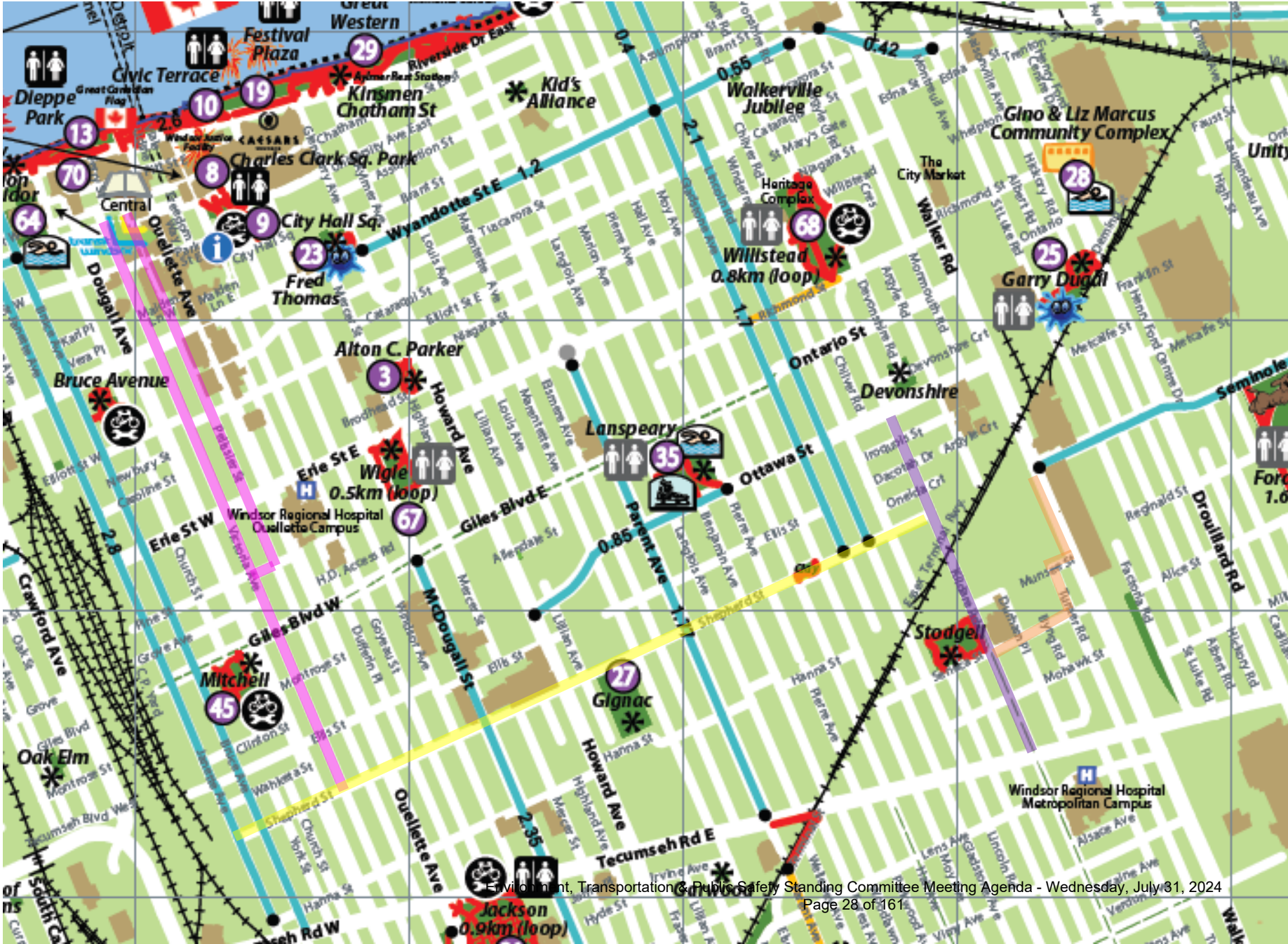
Initiatives for Consideration:

- Safety Village In-School Programs - \$ 400 each to cover costs
- Fireworks Bike Parking – Approx. total cost: \$2,000
 - Fencing provided by Parks: \$ 1,651
 - Security guard: \$ 106 (\$ 26.50/hr – 4 hrs)
 - Bike rack rental: \$ 240 (\$20/rack @ 12 racks – 96 bikes)
- Bike helmets, locks, lights
- Other Ideas?

Active Transportation Projects



2024 & Planned Projects



Summer 2024

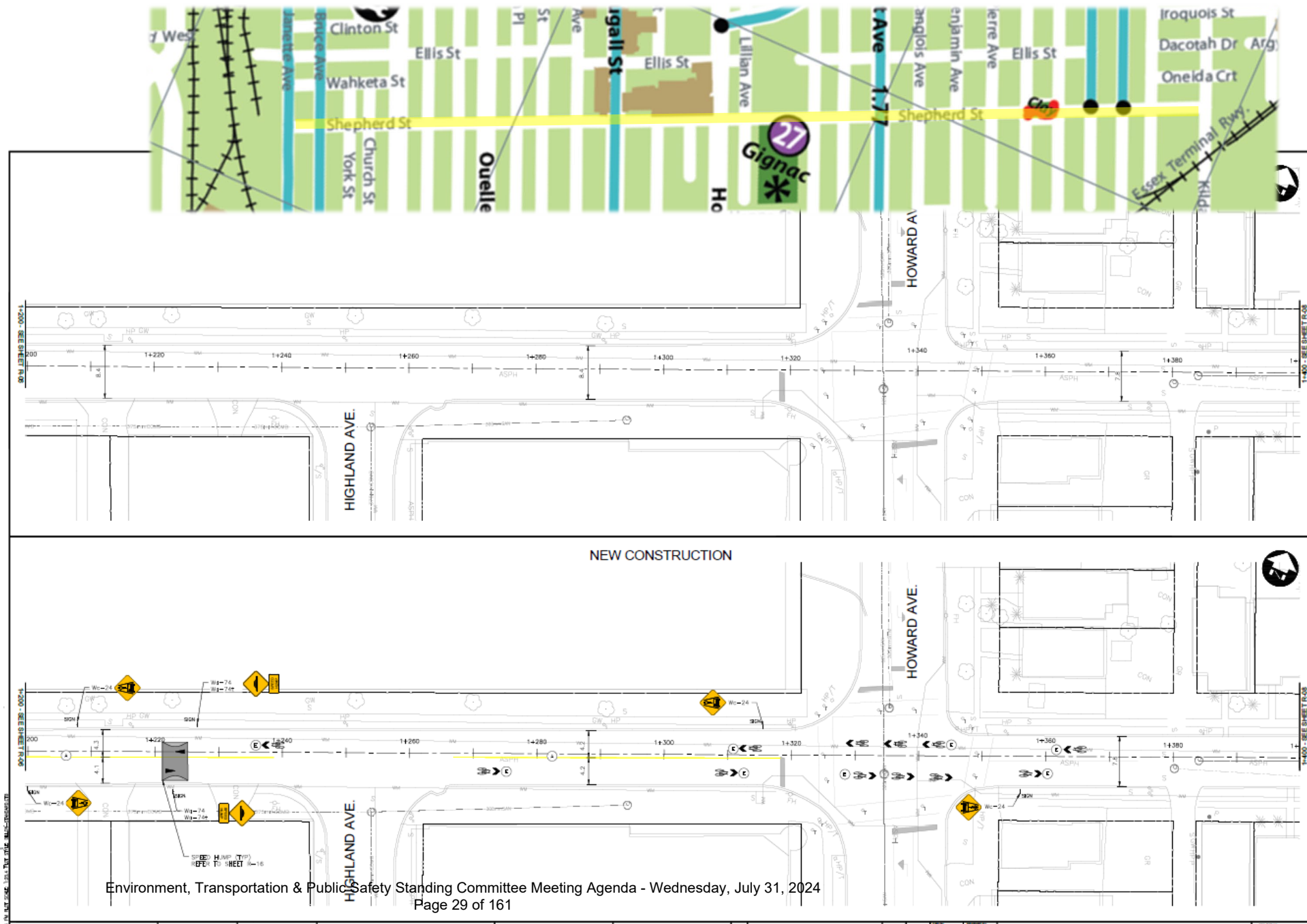
- Victoria St Bikeway
- Kildare Bikeway

Planned

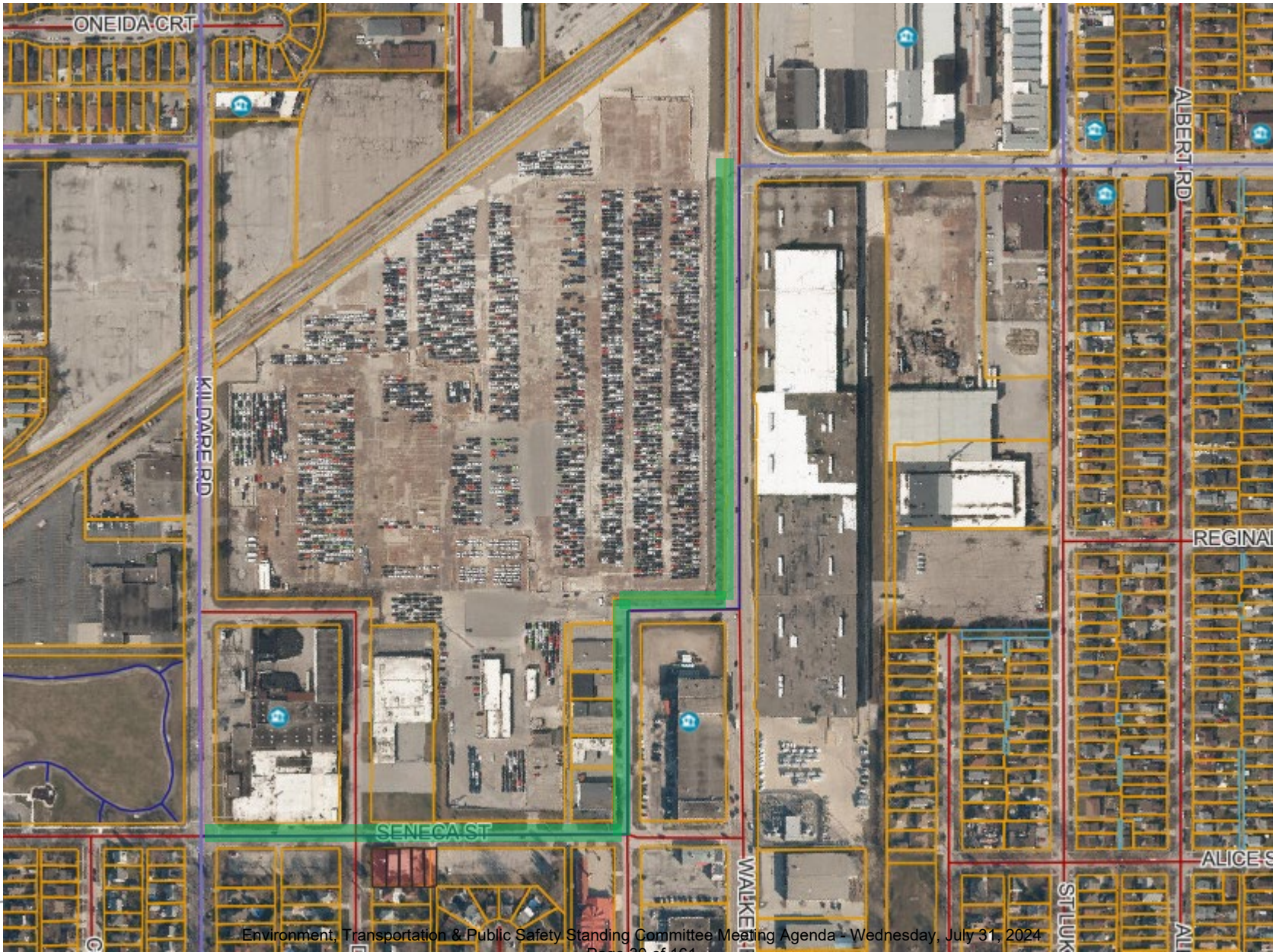
- Shepherd Bikeway
- Walker/Munsee/
Turner/Seneca MUT
- Grand Marais MUT
(not shown)

Shepherd St. Local Street Bikeway

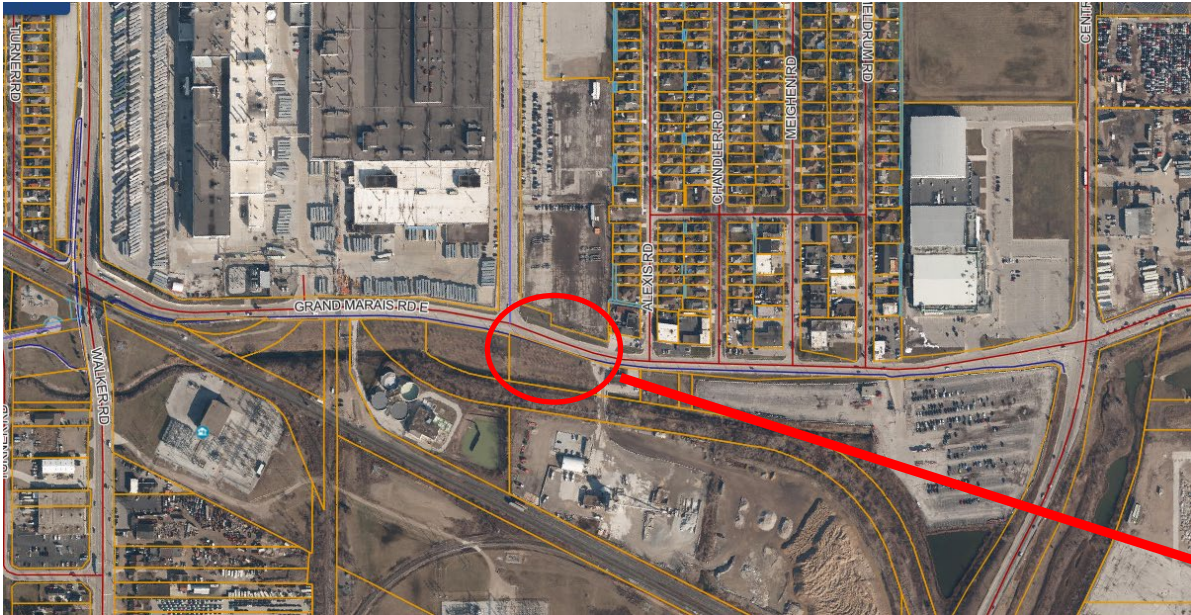
- Addition of speed humps
- Reconfiguration of stop signs
- Sharrow pavement markings and signage



Walker-Munsee-Turner-Seneca MUT



Grand Marais MUT



BIKEWAYS DEVELOPMENT BUDGET

The 2023 approved 10-year capital plan for the Citywide Bikeway Development includes the following budget allocations to support the implementation of the ATMP:

2024	2025	2026	2027 to 2030	2031	2032	2033
\$ 400,000	\$ 400,000	\$ 400,000	\$ 100,000/yr	\$ 600,000	\$ 281,000	\$ 670,000

- Development of the cycling network
- AT promotion, awareness & education
- End of trip facilities

Projects On the Shelf

Bikeway	Estimated Cost
Shepherd Ave. Local Street Bikeway	\$ 1,000,000
Walker/Munsee/Turner/Seneca Multi-use Pathway	> \$ 550,000
Grand Marais Trail Connection	\$ 100,000
TOTAL	> \$ 1,650,000

Capital Projects



Capital Projects

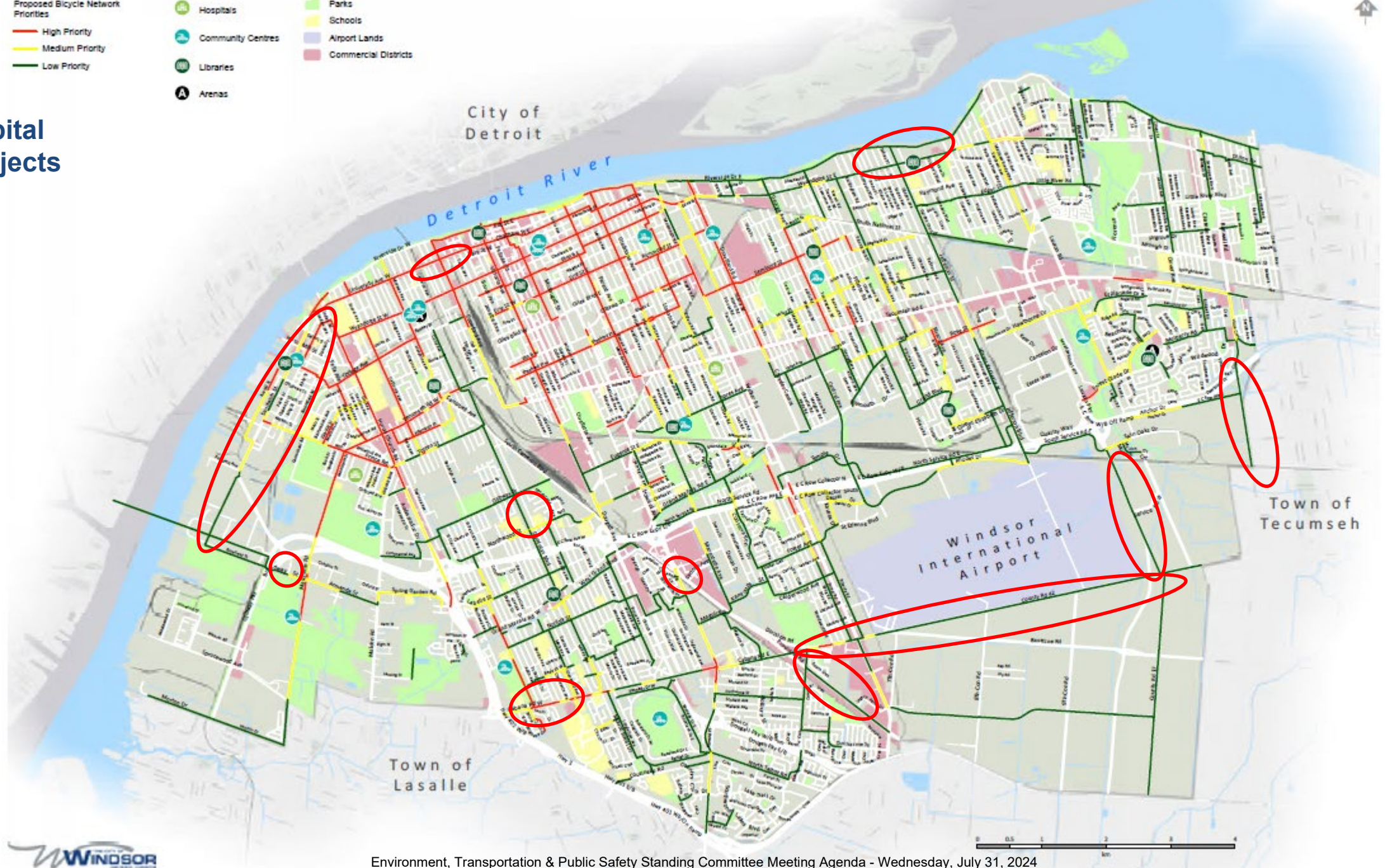
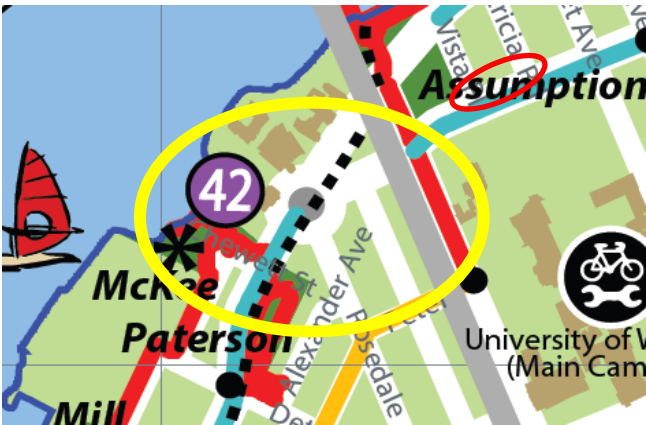


FIGURE 33 - CYCLING NETWORK PRIORITIZATION RESULTS

ATMP High Priority Connections List

- 1. Roundabout – Sandwich St. & University Ave/Riverside Dr.



- 2. Kildare Rd. – Ottawa St. to Richmond St.



- 3. Howard Ave – Ottawa St. to Shepherd St.



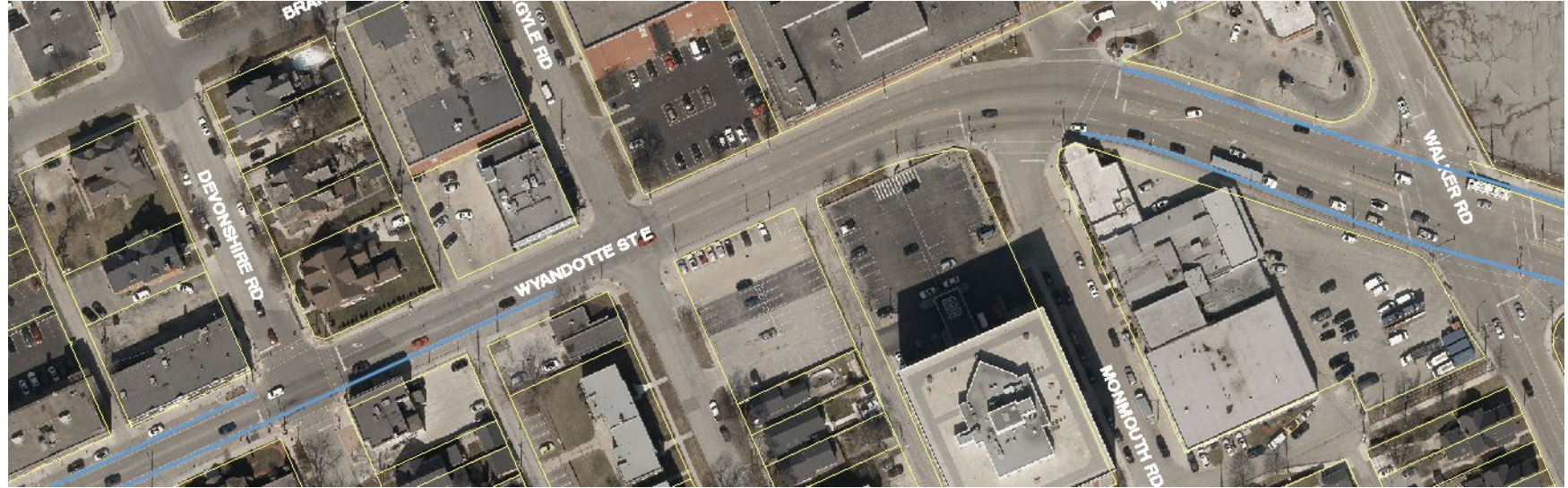
- 4. Matchett – Chappell Ave. to Prince Rd.



ATMP High Priority Connections List cont'd

5. Wyandotte St. E. – Devonshire to Monmouth

Existing: gap in bike lanes (blue) from Devonshire/Argyle to Monmouth.



Proposed: close gap with protected bike lanes (green & orange) by reducing the number of general purpose lanes.



ATMP High Priority Connections List cont'd

5. Roseville Garden Dr. - Thornberry Cres. to Jefferson & St. Rose



ATMP High Priority – Future Projects

Street	From	To	ATMP Facility Type	Approx. Legth (m)	Connections Made
Matchett	Broadway	Titcombe (Ojibway Nature Centre Entrance)	MUT	600	MUT on Matchett N of Broadway to Ojibway Nature Centre & MUT through Ojibway Prairie
California Avenue Bikeway	Riverside Dr. (bike lanes)	Totten (bike lanes)	Local Street Bikeway	2900	Bike lanes on Riverside, University, College, Totten
Dougall Avenue Protected Bike Lanes (Tecumseh - Eugenie)	Ellis	Eugenie	Contraflow bike lane, sharrow, protected bike lanes	1750	Shepherd bikeway, bike lanes on Dougall and bike lanes at Eugenie
Matchett	Broadway	Titcombe (Ojibway Nature Centre Entrance)	MUT	600	MUT on Matchett N of Broadway to Ojibway Nature Centre & MUT through Ojibway Prairie
George Ave	Wyandotte	Seminole	Local Street Bikeway	1000	Bike lanes on Wyandotte, bike lanes on Seminole, George Park
Brock St.	College	Sandwich St.	Local street bikeway	900	MUT on College at Brock, Sandwich St. bikeway (future) & MUT on Russell St.





Committee Matters: SCM 219/2024

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 7, 2024



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, May 7, 2024

Time: 4:00 PM

Location: Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary Kaschak –Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor
Gary McNamara – Vice Chair	County of Essex
Hilda MacDonald	County of Essex
Rob Shepley	County of Essex

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Madison Mantha	Project Lead
Teresa Policella	Executive Assistant

City of Windsor Staff:

Anne-Marie Albidone	Manager of Environmental Services
Shawna Boakes	Executive Director of Operations
Natasha Gabbana	Senior Manager, Asset Planning
Mark Spizzirri	Manager of Performance Management and Business Case Development

County of Essex Staff:

Heidi McLeod	Manager – Accounting – Administration/Deputy Treasurer
Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Solicitor/Interim Director, Legislative and Community Services

Absent:

Mark McKenzie	City of Windsor
Fred Francis	City of Windsor

Michael Akpata
Drew Dilkens
Tony Ardovini
Jim Leether

County of Essex
City of Windsor (Ex-Officio)
Deputy Treasurer Financial Planning
Manager of Environmental Services

1. Call to Order

The Chair called the meeting to order at 4:01PM.

2. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

3. Approval of the Minutes

Moved by Kieran McKenzie
Seconded by Rob Shepley

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated April 10, 2024, be approved and adopted.

**32-2024
Carried**

4. Business Arising from the Minutes

No items were raised for discussion

5. Correspondence

A. Call2Recycle – 2023 Leader in Sustainability Award

The Manager of Waste Diversion was pleased to share that the Authority was recognized by Call2Recycle Canada, Inc. for collecting and diverting 20 tonnes of batteries from the landfill in 2023.

Moved by Hilda MacDonald
Seconded by Gary McNamara

THAT the Board receive as information.

**33-2024
Carried**

6. Waste Diversion

A. 2023 Residential Waste Diversion Report

The Manager of Waste Diversion provided a summary of the report. The overall waste diversion rate for 2023 increased to 32.4%. This figure represents residential tonnes diverted from the Landfill. She noted new waste diversion programs such as the FoodCycler, wood pallet recycling and shingle/road-base reuse created a favourable increase in the waste diversion rate.

Mr. McKenzie commented that the increase in the diversion rate is good but still low compared to other communities.

The Manager of Waste Diversion stated that the new organics program will increase the diversion rate.

Mr. McNamara asked if there is a concern that there will be a regression in the number as we transition to producers.

Mr. Morrison asked if curbside waste audits will still be conducted.

The Manager of Waste Diversion stated that in 2022, the Authority engaged a waste auditor to conduct curbside audits to determine the behaviour between recycling and garbage. A report will be brought forward to the Board which will also include the consultant's report. We will use that data going forward to measure participation.

Moved by Gary McNamara

Seconded by Rob Shepley

THAT the Board receive the report as information.

**34-2024
Carried**

7. Finance & Administration

A. Request for Tenders for Rental and Use of Vacant Land

The General Manager stated the request was for the Board to approve an agreement between the Authority and Christopher Malott Farming Enterprises Inc. (CFME) for a five-year term. CFME's submission of \$425 per acre was the highest of three submissions received by the Authority. She noted that this is the third time CFME has bid on these properties. Mr. Malott has been an excellent tenant adhering to all terms and conditions of the lease and a good partner with the Authority. The rental revenue will increase by \$149 per acre per year.

The County of Essex will also be party to the lease agreement as they are the owners of the subject lands.

The General Manager asked if there were any questions. No questions were asked.

Moved by Kieran McKenzie
Seconded by Jim Morrison

1. **THAT** the Board accept Administration's recommendation to enter into an agreement with Christopher Malott Farming Enterprises Inc. for a five-year term commencing on November 1, 2024 and ending on October 31, 2029 at a rate of \$425 per acre, with three (3) optional one-year extensions, if mutually agreed upon by all parties, under the same terms and conditions as set out in the Contract.
2. **THAT** since the County of Essex is the owner of subject lands, that a report be brought before Essex County Council recommending that the County of Essex be a party to the lease between the Authority and Christopher Malott Farming Enterprises Inc.

**35-2024
Carried**

B. 2024 EWSWA Asset Management Plan

The Manager of Finance provided a summary of the 2024 EWSWA Asset Management Plan (AMP). The Authority's AMP will form part of the City of Windsor (City) and County of Essex's (County) 2024 AMP. Ontario regulation guided Administration on how to create the AMP for 2024. He noted that 86% of the Authority's assets are categorized as being in Good to Very Good condition.

He noted that in 2024, the Authority is only required to present the current Community and Technical levels of service but will be required to include proposed levels of service in 2025.

The Manager of Finance referred to the risk matrix table on page 26 of the agenda package. He noted that some Authority assets fall under the high-risk areas due to their age and overall dollar value.

There are no financial implications to the 2024 budget.

The Chair asked if there were any questions.

Kieran McKenzie asked if the cost of the contractor to provide building condition assessments are included in the 2024 budget.

The Manager of Finance stated that it will form part of the 2025 budget.

Moved by Kieran McKenzie
Seconded by Hilda MacDonald

THAT the Board approve the 2024 Essex-Windsor Solid Waste Asset Management Plan.

**36-2024
Carried**

C. 2023 Financial Statements and Auditors' Report

The Manager of Finance provided a summary of the Authority's financial statements. KPMG has issued an "unmodified" audit opinion meaning the financial statements present fairly.

He explained the Authority was required to adopt the new Asset Retirement Obligation standards effective January 1, 2023 which replaced the Post Closure Liability Standards. He referred to the table on page 38 of the agenda package which outlined the restated 2022 figures as a result of the new standards.

He further provided a summary of the final operating deficit compared to budgeted figures for 2023.

The Chair asked if there were any questions. No questions were asked.

Moved by Kieran McKenzie
Seconded by Gary McNamara

THAT the Board approve this report, the 2023 financial statements and the associated auditors' report.

**37-2024
Carried**

D. January to March 2024 – Three Month Operations Financial Review

The Manager of Finance provided a summary of the three-month operations financial review. He noted that there were no significant changes in tonnage levels for both Municipal and Industrial/Commercial/Institutional landfilled material. The only significant variance to report has been the positive change in the average commodity prices for recyclable material resulting in a revenue surplus.

The Chair asked if there were any questions. No questions were asked.

Moved by Jim Morrison
Seconded by Rob Shepley

THAT the Board receive this report as information.

**38-2024
Carried**

8. New Business

No items were raised for discussion.

9. Other Items

No items were raised for discussion.

10. By-Laws

A. By-Law 6-2024

Moved by Gary McNamara

Seconded by Kieran McKenzie

THAT By-Law 6-2024, being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Authority, the Corporation of the County of Essex and Christopher Malott Farming Enterprises Inc. for the Rental and Use of Vacant Land.

**39-2024
Carried**

B. By-Law 7-2024

Moved by Rob Shepley

Seconded by Hilda MacDonald

THAT By-Law 7-2024, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 7th day of May, 2024.

**40-2024
Carried**

11. Next Meeting Dates

Tuesday, June 4, 2024

Wednesday, July 10, 2024

Wednesday August 14, 2024 – Note: This meeting will start at 3:00PM

Wednesday, September 11, 2024

Wednesday, October 9, 2024

Tuesday, November 5, 2024

Tuesday, December 3, 2024

12. Adjournment

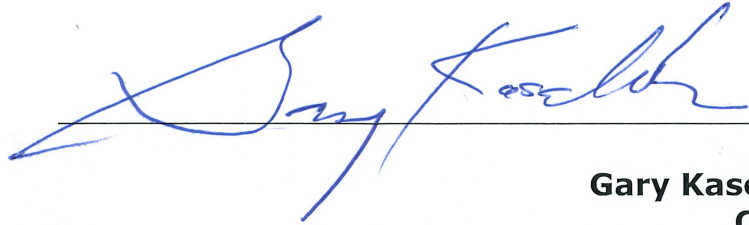
Moved by Jim Morrison

Seconded by Rob Shepley

THAT the Board stand adjourned at 4:34PM.

**41-2024
Carried**

All of which is respectfully submitted.



Gary Kaschak
Chair



Michelle Bishop
General Manager



Committee Matters: SCM 220/2024

Subject: Essex Windsor Solid Waste Authority (EWSWA) Annual Report - Essex-Windsor Residential Waste Diversion 2023



ANNUAL REPORT

Essex-Windsor Residential Waste Diversion 2023

Report Date: March 31, 2024

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Residential Waste Diversion 2023 Report

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This document is formatted for accessibility and is available in alternate formats upon request.

Essex-Windsor Residential Waste Diversion

Annual Report for January – December 2023

1 Introduction

The Annual Waste Diversion Report provides information on the waste diversion activities carried out by the Essex-Windsor Solid Waste Authority (EWSWA) during 2023 in compliance with Condition 5.2 of the Environmental Assessment Approval for the Essex-Windsor Regional Landfill.

1.1 Residential Waste Diversion Rate 2023

This report also provides the EWSWA the ability to track any changes in the amount of waste diverted through waste diversion initiatives from year to year.

In 2023, the seven County of Essex municipalities and the City of Windsor delivered 109,926 tonnes of residential waste to the Essex-Windsor Regional Landfill (Landfill). During the same time period, 54,110 tonnes of residential waste were diverted from the Landfill via the blue and red box recycling program, municipal hazardous or special waste program, composting, and other waste diversion programs. These waste diversion initiatives resulted in a 2023 residential diversion rate of 32.4%. The 2022 diversion rate was 32.0%.

2023 Residential Diversion Rate is calculated as follows:

$$\frac{54,110 \text{ Tonnes Diverted (see Table 20)}}{109,926 \text{ Tonnes of Residential Refuse Collected Curbside} + 2,992 \text{ Residuals} + 54,110 \text{ Diverted Tonnes}} = \frac{54,110}{167,028} \times 100 = 32.4\%$$

2022 Residential Diversion Rate is calculated as follows:

$$\frac{51,435 \text{ Tonnes Diverted (see Table 20)}}{108,059 \text{ Tonnes of Residential Refuse Collected Curbside} + 1,342 \text{ Residuals} + 51,435 \text{ Diverted Tonnes}} = \frac{51,435}{160,836} \times 100 = 32.0\%$$

2 Programs

2.1 Residential Recycling Blue Box Program

The tonnes of residential recyclable materials collected curbside during 2023 totaled 21,623 tonnes. The overall tonnes of recyclables collected in 2023 were slightly lower compared to the 21,978 tonnes collected in 2022.

A monthly summary and comparison of the tonnes collected curbside from the City and the County in 2022 and 2023 is shown in Table 1. The collection of recyclables in the County was carried out under contract in 2023 by the City of Windsor. The collection of recyclables in the City of Windsor in 2023 was carried out by Green For Life Environmental Inc.

All materials were processed at the EWSWA owned Essex-Windsor Material Recovery Facility (MRF), located at E.C. Row and Central Avenue in Windsor where HGC Management Inc. via contract segregate delivered materials into marketed goods.

In addition to the residential recyclables collected curbside, 538 tonnes of recyclables were delivered to the EWSWA's Public Drop Off Depots in 2023, as compared to 611 tonnes in 2022.

Table 1: Residential recycling blue box collection tonnes by month comparison

Month	2023 County of Essex* Tonnes	2023 City of Windsor Tonnes	2023 Combined Tonnes	2022 Comparable Tonnes
January	1,013	994	2,007	1,804
February	762	788	1,550	1,770
March	883	963	1,846	1,900
April	803	800	1,603	1,813
May	927	929	1,856	1,964
June	920	958	1,878	1,953
July	870	845	1,715	1,821
August	964	1,011	1,975	1,875
September	876	892	1,767	1,807
October	871	871	1,742	1,595
November	883	902	1,785	1,793
December	949	950	1,899	1,884
Total:	10,721.00	10,903.00	21,623	21,978

* The County of Essex includes the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Municipality of Lakeshore, the Town of LaSalle, the Municipality of Leamington, and the Town of Tecumseh. Due to rounding, sum of combined tonnes for 2023 will not equal total value.

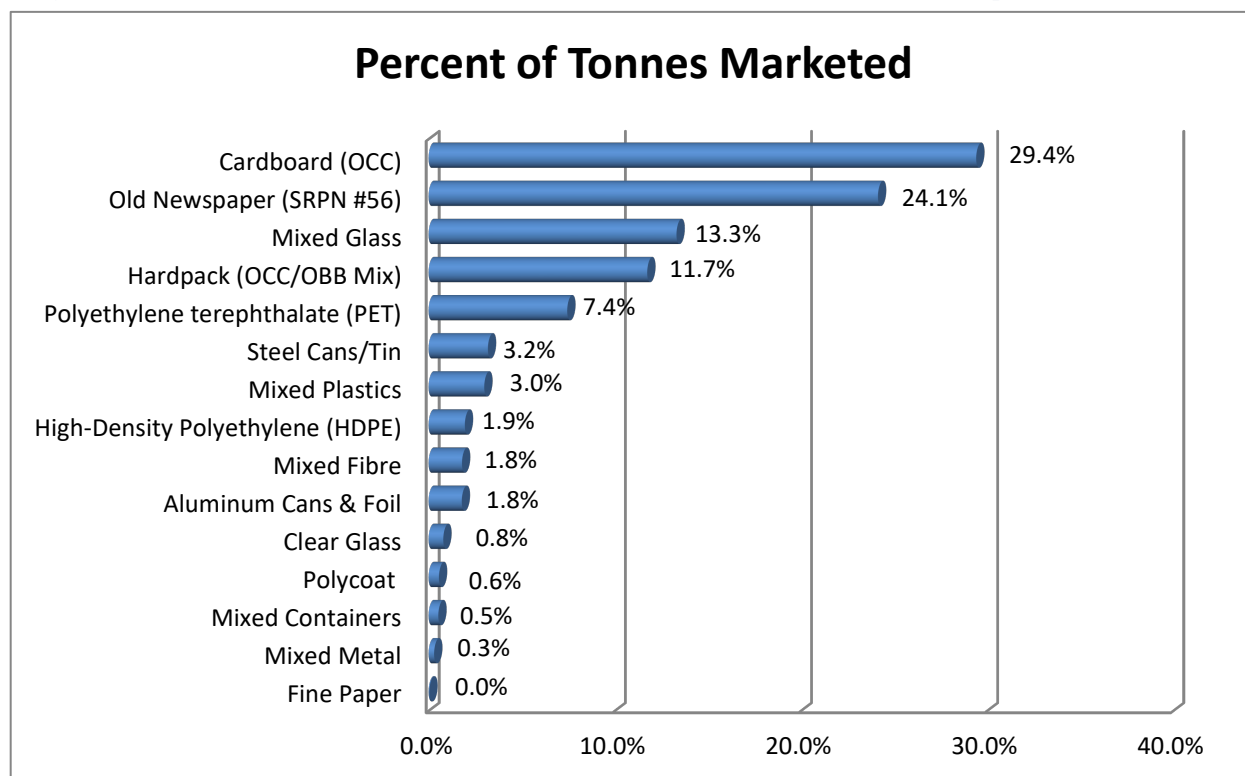
2.2 Recycling Residual Disposal

Recycling Residual is the material that is left over after the processing of the recyclable materials are collected and delivered to the MRF. The residuals typically consist of contaminated materials, non-recyclable materials, and packaging materials used to secure recyclables placed in the recycle box. A total of 2,992 tonnes of recycling residuals was disposed of in 2023. This increase in residuals from 2022 (1,342 tonnes) was a result of the unavailability of end-markets for low grade materials as seen in the previous year.

3 Tonnes Marketed

For the purposes of waste diversion calculations, tonnes marketed are used instead of the tonnes collected curbside. The tonnes marketed by material type are shown in Tables 2, 3, and 4. The EWSWA markets all materials processed through the MRF and retains 100% of the revenue from the sale of materials. Revenue from the sale of material in 2023 was approximately \$2,643,176 (see Table 5), representing a basket-of-goods revenue of approximately \$140/tonne compared to a basket-of-goods revenue of \$225/tonne in 2022. This is as a result of exceptionally strong market conditions for the majority of recyclable materials marketed in 2022. A brief discussion on market conditions and prices for each of the materials follows.

Figure 1: Percent of tonnes for 2023 marketed recyclables



3.1 Fibres

Old Newspaper (SRPN #56)

Ontario market price trends are published annually by the Continuous Improvement Fund's (CIFs) Price Sheet (December 2023). For 2023, SRPN #56 prices ranged from a low of \$82 per tonne to a high of \$117 per tonne. The EWSWA average price for 2023 was \$93 per tonne which is higher than this provincially published CIF average of \$52 per tonne. The EWSWA 2022 average price for SRPN #56 was \$175 per tonne.

Old Corrugated Cardboard (OCC)

The EWSWA price for old corrugated cardboard ranged from a low of \$71 per tonne to a high of \$156 per tonne in 2023. In 2023, the EWSWA average price per tonne was \$107 compared to \$189 in 2022. The EWSWA's average price of \$107 per tonne was higher than the provincial average of \$100 per tonne per the CIF Price Sheet - December 2023.

Hardpack (OBB)

(Example: cereal boxes, cardboard)

The EWSWA's prices for this cardboard/boxboard mix ranged from \$18 per tonne to \$94 per tonne in 2023. In 2023, the EWSWA average price was \$48 compared to \$112 per tonne in 2022, again as a result of global market conditions. The EWSWA's average 2023 price of \$48 per tonne was higher than the provincial average of \$18 per tonne per the CIF Price Sheet - December 2023.

Fine Paper

One load of fine paper was sold in 2023 with an average price of \$148 per tonne. This is a decrease compared to 2022's price of \$419.

Mixed Fibre (SRPN #54)

The pricing for mixed fibre ranged from a low of \$0 per tonne to a high of \$29 per tonne in 2023. This is a decrease from 2022 as market demands for this low-grade fibre decreased and therefore the average price for 2023 was \$20 per tonne compared to \$92 per tonne in 2022.

3.2 Containers

Steel Cans

The 2023 average price was \$360 per tonne compared to \$367 per tonne in 2022. This market price per tonne in 2023 ranged from a low of \$308 to a high of \$429.

Aluminum Cans and Foil

The 2023 average price was \$2,084 per tonne compared to \$2,560 in 2022. Again, due to market fluctuations the price per tonne ranged from \$1,873 to \$2,508 per tonne. Aluminum foil was sold at an average price of \$772 during 2023, whereas in 2022, it sold at \$886 per tonne.

Glass

The 2023 average clear glass price of \$30 per tonne was higher than the 2022 average price of \$11 per tonne, due to markets. Clear glass is the only product that is not marketed FOB (Freight on Board) at the Essex-Windsor MRF. Mixed coloured glass was delivered to the Regional Landfill for use as road base.

Polyethylene Terephthalate (PET)

(Example: plastic water bottles)

The average price was \$291 per tonne in 2023 which is much lower than the 2022 average price of \$595 per tonne.

High-Density Polyethylene (HDPE)

(Example: laundry soap bottles)

The average price was \$423 per tonne in 2023, compared to the 2022 average price of \$1,276 per tonne.

Polycoat and Gable Top

(Example: milk cartons)

Polycoat was sold in 2023 at an average price of \$0.42 per tonne compared to the average price of \$55 per tonne in 2022.

Mixed Plastics

(Example: tubs & lids, clamshells, trays, cups, plastic bottles, excludes polystyrene and plastic film bags)

The average price was \$41 per tonne in 2023 compared to the average price of \$160 per tonne in 2022.

Mixed Containers

In 2023, due to market availability at the beginning of the year (January and March), the EWSWA was able to successfully market a low-grade mixed container grade which typically is residue that results from the sorting process in the Container MRF. The average price in 2023 was \$11 per tonne compared to \$14 per tonne in 2022.

Table 2: Marketed fibre summary comparison: 2022 versus 2023

Fibre Material	2022 Tonnes	2023 Tonnes	% Change
Old newspaper (SRPN #56)	4,976	4,571	-8.1
Cardboard (OCC)	5,614	5,570	-0.8
Hardpack (OBB)	2,199	2,224	1.1
Fine paper	17	8	-53.0
Mixed fibre (SRPN #54)	596	340	-43.0
Totals:	13,402	12,713	-5.1%

Table 3: Marketed containers summary comparison: 2022 versus 2023

Container Material	2022 Tonnes	2023 Tonnes	% Change
Clear glass	79	150	90.0
Mixed glass	2,628	2,522	-4.0
Steel cans	669	604	-9.7
Aluminum cans and foil	342	338	-1.2
Polyethylene terephthalate (PET)	1,648	1,410	-14.4
High-density polyethylene (HDPE)	406	369	-9.1
Polycoat/gable top	138	105	-23.9
Mixed plastics	544	566	4.0

Container Material	2022 Tonnes	2023 Tonnes	% Change
Mixed containers	956	99	-89.6
Totals:	7,410	6,163	-16.8%

Table 4: Residential recyclables marketed comparison

Tonnes Marketed	2022 Tonnes	2023 Tonnes
a) Total tonnes marketed	20,812	18,876
b) ICI Tonnes	(689)	(625)
Net marketed residential recyclables	20,123	18,251

Notes: a) Total tonnes marketed less b) ICI delivered tonnes = Net marketed residential recyclables.

Table 5: Revenue comparison: 2022 versus 2023

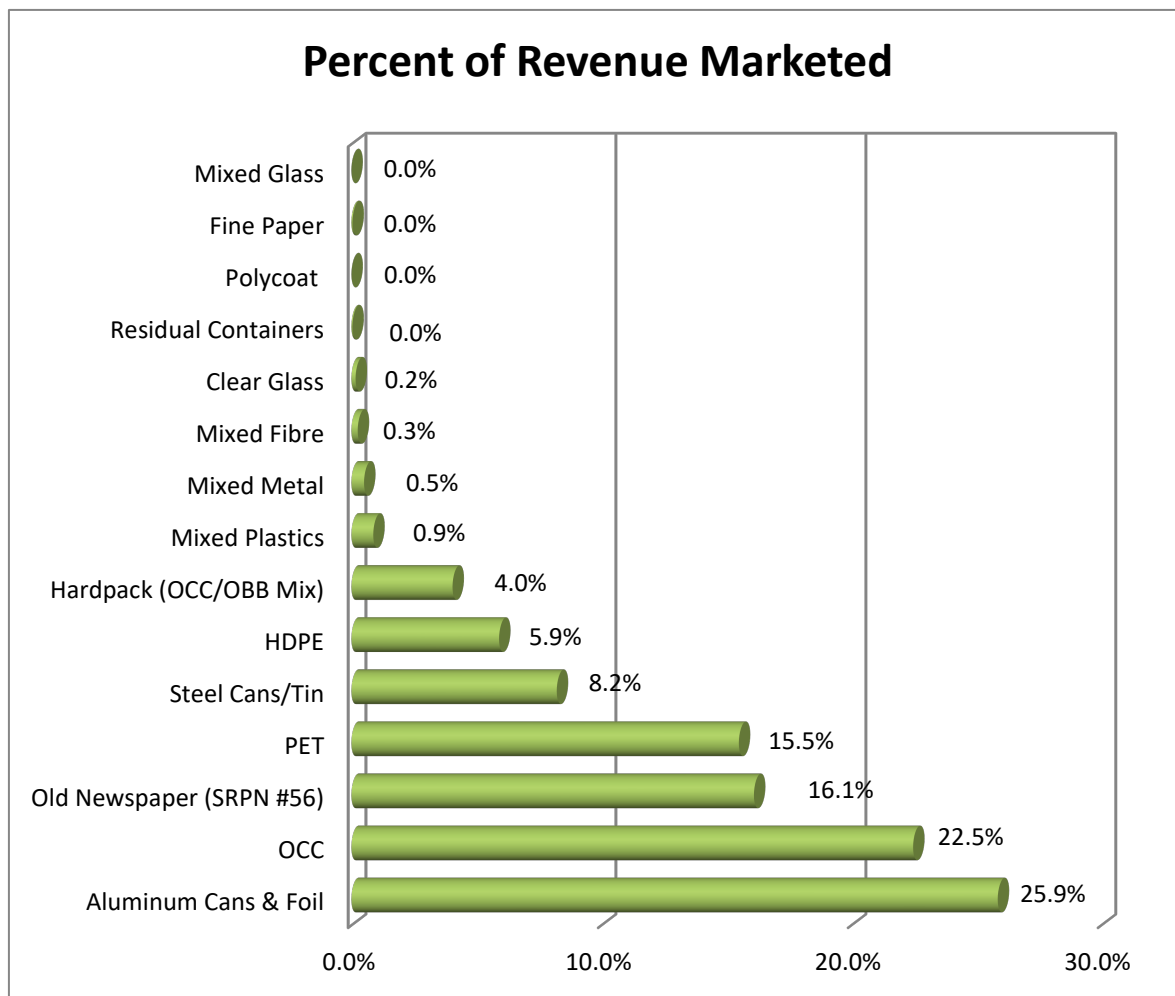
Recyclable Material	2022 Revenue	2023 Revenue
Old newspaper (SRPN #56)	\$872,762	\$425,695
Cardboard (OCC)	\$1,061,269	\$594,017
Hardpack (OBB)	\$245,421	\$106,964
Clear glass	\$849	\$4,436
Mixed fibre (SRPN #54)	\$54,733	\$6,687
Steel cans	\$245,252	\$217,166
Fine paper	\$7,141	\$1,177
Aluminum cans and foil	\$840,396	\$683,497
Polyethylene terephthalate (PET)	\$980,506	\$409,718
High-density polyethylene (HDPE)	\$244,321	\$156,163
Mixed glass	\$0	\$0
Polycoat/gable top	\$7,631	\$45
Mixed metal	\$20,215	\$13,391
Mixed plastics	\$86,865	\$23,146
Residual Containers	\$13,655	\$1,075

Recyclable Material	2022 Revenue	2023 Revenue
Total Revenue	\$4,681,016	\$2,643,177

Table 6: Annual revenue comparison

Year	Revenue
2015	\$3,101,234
2016	\$3,414,055
2017	\$4,241,411
2018	\$3,204,744
2019	\$2,076,450
2020	\$2,180,781
2021	\$4,967,436
2022	\$4,681,016
2023	\$2,643,177

Figure 2: Percent of revenue marketed in 2023



3.3 Markets

Delivered tonnages for 2023 were slightly lower than 2022, as well as total marketed tonnes as a result of markets normalizing as 2023 was noted as an exceptional year for marketing blue box materials. With this shift from an exceptional, available market, it meant that there was little to no availability to market low grade materials in 2023, such as residue that was marketed for the first time in history in 2022. Further, producer shifts in materials (e.g., cardboard) released out into the Ontario market had direct impacts on collected and marketed blue box tonnage numbers for 2023. For example, the delivery of items to customers in cardboard containers has now been replaced by plastic bags where feasible as it is a cheaper more efficient method to ship.

4 Other Residential Recycling Programs

4.1 White Goods

Since 1991, white goods, such as fridges, stoves, air conditioners, washers, dryers, freezers, dishwashers, etc. have been restricted from the Landfill. In 2023, the EWSWA's curbside collection program for white goods across all municipalities in Essex County except Lakeshore (as they run their own program) captured 1,391 white good units (approximately 125 tonnes). The Municipality of Lakeshore reported that they diverted 8 tonnes of white goods through their 2023 program.

While the City of Windsor did not operate a white goods collection program during 2023, there were also 143 tonnes of white goods delivered to the Public Drop Off Depots for a combined total of approximately 276 tonnes. Table 8 details the white goods collection program for each of the municipalities in the County of Essex by month during 2023.

Table 7: Summary of white goods diversion for 2023

White Goods Summary	2023 Tonnes
EWSWA Curbside Essex County Collection	125
Municipality of Lakeshore Program	8
Drop Off Depots	143
Total Tonnes Recycled and Diverted	276

Table 8: 2023 White goods collected through the EWSWA White Goods Program by month in municipalities across Essex County

Month	Amherstburg	Essex	Kingsville	LaSalle	Leamington	Tecumseh	Total for Month
January	20	12	6	23	9	8	78
February	16	9	17	17	13	11	83
March	25	19	12	14	11	9	90
April	24	22	17	18	21	11	113
May	25	20	18	20	16	20	119
June	31	17	25	32	28	14	147
July	27	21	25	27	21	16	137
August	27	19	24	25	16	17	128
September	31	34	30	31	14	12	152
October	29	23	26	32	11	8	129
November	24	22	24	25	14	14	123
December	13	20	20	19	7	13	92
Total Units	292	238	244	283	181	153	1,391

Notes: 1,391 units with the average weight of 90 kilograms per unit results in diversion of approximately 125.19 tonnes.

4.2 Tires

As this program has moved to the full Extended Producer Responsibility (EPR) model, the historical RPRA Datacall calculations are used where approximately 3,001 tonnes of used tires were diverted across the Essex-Windsor area. While automotive tire recycling is now offered at many locations across Essex-Windsor, the EWSWA still collects and recycles used tires through the RPRA program. During 2023, approximately 127 tonnes of used tires were dropped off at the EWSWA sites, which are included in the 3,001 tonnes diverted in Essex-Windsor.

4.3 Scrap Metal

There are 40-yard roll off bins located at the Windsor Public Drop-off Depot for the collection of ferrous and non-ferrous scrap metal material. Metal materials are dropped off here from PDO visitors and other programs across the site where it may have been improperly disposed of to ensure it is diverted from the landfill. The metals are sold through a competitive bid process to local scrap dealers. In 2023, approximately 396 tonnes of metals were collected and recycled.

4.4 Electronics Recycling

Under contract with the EWSWA, Quantum Lifecycle Partners Inc. supplies sea containers for the collection of electronics at the EWSWA's Public Drop-off Depots. The EWSWA staff place electronic items that are received from the public in these containers. In 2023, approximately 251 tonnes of computers, televisions, audio visual equipment, and various electronic items were collected through the Waste Electrical and Electronics Equipment (WEEE) stewardship program.

4.5 Deposit/Return Program

The EWSWA has a capture program at the Material Recovery Facility (MRF) for deposit/return containers (i.e. aluminum beer cans; glass, wine, and spirit bottles) that have been collected through the blue box collection program. During 2023, approximately 30 tonnes of deposit/return containers were received at the MRF alone. As this program has moved to the full Extended Producer Responsibility (EPR) model, the historical RPRA Datacall calculations are used where approximately 2,329 diversion tonnes were diverted in the region for this program, where this calculation is based upon

the Essex-Windsor population as determined by Statistics Canada census data that is available.

4.6 WE ReCYCLE Bike Program

The EWSWA recognizes the importance of providing waste diversion programs that are convenient and safe for the public to access. In 2021, the EWSWA Board approved a bike reuse program, that supports bikes that are collected at the EWSWA sites to be refurbished and recycled back into the Essex-Windsor area through a community partnership program. In 2023, a total of 944 bikes were dropped off at the EWSWA sites, where 666 of those bikes were repaired/reused and the remaining 277 bikes were placed in the scrap metal bin for recycling.

Table 9: Bikes recycled through the WE ReCYCLE program in 2023

Total # of Bikes Dropped Off	Total # of Bikes Repaired/Reused	Total # of Bikes Recycled as Metal
0	0	0

As the average bike weighs 10 kg, it is estimated that a total of 9,440 kgs or 9.44 tonnes of bikes were dropped off at the EWSWA Depots, 6,660 kgs or 6.66 tonnes of those bikes were repaired/reused, and 2,770 kgs or 2.77 tonnes of unrepairable bikes were recycled as metal through the WE ReCYCLE Program in 2023.

4.7 Election Signs

As the EWSWA attempts to divert materials where feasible, it has been successful to offer a drop off program at the sites for election signs after an election. 2023 was not an election year in the region, therefore, no election signs were collected.

4.8 Wood Pallet Pilot Program

The Wood Pallet Pilot Program began in the fall of 2023, where the EWSWA was successful in arranging a local company to pick up pallets for recycling from the Windsor site. In only two months, this program helped to divert 7 tonnes of pallets from filling the Landfill as unnecessary waste.

4.9 Shingles/Road Base Diversion

In fall 2023, the EWSWA began diverting loads of road base materials that were delivered to the Windsor Public Drop Off, as these are valuable resources (e.g., stone, concrete, dirt, shingles). Because of this initiative, approximately 65 tonnes of these materials were diverted from the Landfill and rather used for road base purposes on site.

4.10 Textile Recycling with Diabetes Canada

In 2023, the EWSWA collaborated with Diabetes Canada to successfully divert approximately 3,130 kgs (approximately 3 tonnes) of textiles from the Landfill by having a textiles recycling collection bin on site at the Windsor Public Drop Off Depot. Every 6,500 pounds of textiles collected helps to send one diabetic child to a Diabetes Canada D-Camp, a summer camp designed to provide children living with type 1 diabetes the opportunity to enjoy an authentic camp experience in a medically accommodating environment, with a dedicated team of professionals.

Table 10: Other recyclables comparison: 2022 versus 2023

Other Recyclable Programs	2022 Tonnes	2023 Tonnes	% Change
White goods (all sites)	274	276	0.7%
Used tires	3,001	3,001	0%
Scrap & mixed metal	445	396	-11.0%
Electronics	257	251	-2.3%
Deposit/return & stewardship	2,329	2,329	0%
Bicycles	7	7	0%
Election Signs	1	0	-100.0%
Pallets	N/A	7	N/A
Shingles/Road Base	N/A	65	N/A
Textiles	N/A	3	N/A
Total Other Recyclables	6,314	6,335	0.3%

Notes: RPRA Datacall calculation is based on population for used tires and Deposit/return & stewardship programs in the Essex-Windsor area as reported by the Statistics Canada census.

5 Residential Organics

5.1 Yard Waste

Grass, leaves, tree trimmings, and brush are restricted from disposal at the Essex-Windsor Regional Landfill site. As a result, all local municipalities have established separate collection systems for yard waste, including special collections in January for Christmas trees. Furthermore, individual residents and grounds maintenance contractors also brought yard waste to each of the three Depots operated by the EWSWA in 2023.

The Essex-Windsor residents can set-out their yard waste in: paper bags, wheeled carts, garbage bins, and cardboard boxes to receive curbside collection. Yard waste will not be collected if it is placed in a plastic bag. Approximately 25,845 tonnes of yard waste was received in 2023, which represents an increase of 24% compared to the 20,768 tonnes delivered in 2022, which may be a result of inclement weather storms in the region.

Table 11: 2023 Yard waste summary for all of the EWSWA sites

Material Type	Windsor Public Drop Off	Kingsville Transfer Station 2	Regional Landfill	Total
Municipal Delivered	11,001	2,033	5,293	18,327
Residential Delivered	3,198	1,563	352	5,113
Total Res. Organics	14,199	3,596	5,645	23,440
*ICI Organics and Pallets	1,400	771	234	2,405
Grand Total (Tonnes)	15,599	4,368	5,879	25,845

Notes: *ICI is Industrial, Commercial, and Institutional delivered material type. Due to rounding, sum of tonnes for 2023 will not equal total value.

Table 12: Yard waste tonnes comparison: 2022 versus 2023

Material Type	2022 Tonnes	2023 Tonnes
Municipal Delivered	15,875	18,326
Residential Delivered	3,134	5,114
Total Res. Organics	19,009	23,440
*ICI Organics and Pallets	1,759	2,405
Grand Total (Tonnes)	20,768	25,845

*ICI is Industrial, Commercial, and Institutional delivered material type.

5.2 Screened Compost Sales

The EWSWA undertakes an in-depth process to the organics and yard waste it receives to turn it into saleable, quality compost. The composting process involves grinding up yard waste and placing it in long rows called 'windrows'. The material is turned frequently and the temperature is maintained above 55 degrees Celsius in order to kill any pathogens or weed seeds. Once the compost has matured, it is tested, screened, and then sold for use in landscaping, as well as flower and vegetable gardens.

In 2023, compost was sold as bulk (delivered or pick-up), bag-your-own, and prepackaged items as listed below.

Table 13: Compost sales 2023 summary

Compost Material	Quantity Sold	Tonnes
Delivered	879 cubic yards	440
Bulk sales	25,286 cubic yards	12,643
Bag-Your-Own	1,216 bags	67-69
Prepackaged Garden Gold	11,464 bags	206-252
Total Tonnes		13,356 – 13,404

Table 13 Notes: Pre-packaged bag weights are based on approximately 18 to 22 kg/bag; Bag-Your-Own is approximately 55-57 kg/bag; Bulk compost is approximately 500 kg/cubic yard. Compost weight is expressed in 'ranges' due to the differing moisture content & density. One cubic yard = one bucket from the EWSWA small loader in Windsor. Weights are approximate.

Under contract with the EWSWA, Frank Dupuis Landscaping and Trucking provided delivery services for the sale of 440 tonnes of bulk compost locally. In total, 12,643 tonnes of compost was sold through the bulk sale program to residents and businesses at the EWSWA Depots. Additionally, approximately 11,464 prepackaged bags of compost ("Garden Gold") were sold at the Depots. Many residents also bagged their own compost at one of the Depots. The combined total weight of compost sold in 2023 was approximately 13,356 – 13,404 tonnes. In 2023, compost sales totalled \$267,477.

5.3 Backyard Composting

Backyard composters (BYC) with the brand name "The Earth Machine" and "The Green Cone" were sold to Essex-Windsor residents in 2023. Both units were sold through local Home Hardware stores year-round. In the spring of 2023, the EWSWA ran a coupon in Enviro Tips for the BYC. Residents were directed to 4 participating Home Hardware locations to purchase a BYC at a discounted price. A total of 189 units were sold during this sale. An additional 36 Earth Machine units were sold through the Home Hardware stores throughout the year, for a total of 225 units sold in 2023. There were 11 Green Cones sold in 2023 through Home Hardware stores. This brings the cumulative total to 846 Green Cones distributed since 2010, which is when they were first introduced to the area. The combined BYC distributed in 2023 was 236 units, bringing the total number of units sold since 1988 to 40,483 units.

Current research has indicated that approximately 100 kg/year/BYC is diverted as a result of the backyard composting program. This translates into 4,048 tonnes of organic waste diverted from the Landfill through this program. This does not consider homemade composters or composting done independent of the EWSWA's backyard composting program.

5.4 FoodCycler™ Pilot Program

In July 2023, the EWSWA partnered with Food Cycle Science (FCS), to launch a pilot program featuring the FoodCycler™. The FoodCycler™ is a countertop unit which converts food waste into a sanitary soil amendment.

- 250 FoodCycler™ units were made available for the pilot program
- 1,826 residents registered to participate in the pilot program
- Usage of each unit was tracked over a 12-week period

- A total of 46.4 metric tonnes of food waste was diverted from the Landfill through the FoodCycler™ Pilot Program (based upon results submitted by participants of the program)

Based on the results of the pilot program, FCS was encouraged to offer additional discounted FoodCycler™ units for Essex-Windsor residents during the fall (and Waste Reduction Week), as well as the holiday season (Christmas). Through this initiative, an additional 277 units were sold between the months of September to December 2023, for a total of 527 FoodCycler™ units distributed in the Essex-Windsor community in 2023. Per FCS, approximately 259 kg per year/per household of food waste is diverted when using the FoodCycler™ unit. Therefore, approximately 51,780 kgs or 52 tonnes of food waste was diverted in Essex-Windsor from the landfill in 2023 due to the sale of the two FoodCycler™ products to residents through the EWSWA's partnership.

Table 14: Residential organic waste reduction comparison: 2021 — 2023

Residential Organic Programs	2021 Tonnes	2022 Tonnes	2023 Tonnes
BYC Program	4,015	4,025	4,048
Mulching Blades	1,343	1,343	1,343
Yard Waste (Residential)	23,519	19,009	23,440
FoodCycler™ Program	N/A	N/A	52
Total Residential Organics	28,877	24,377	28,883

Notes: The mulching blade program was no longer directly offered through the EWSWA after 2001. Even though mulching blades and mowers are used by residents in the area, it can't be measured for the purposes of this report; therefore, no increase in diversion is indicated.

5.5 Plastic Flower Pots Recycling

On site at the Windsor Public Drop Off Depot, residents are able to drop off plastic flower pots which are then recycled and baled on site with the mixed plastics material. This initiative prevents these materials from ending up in the landfill. These diversion numbers are accounted for in the Marketed Recyclable Goods section.

5.6 EWSWA Merchandise Recycling

On site at the Windsor Public Drop Off Depot, residents can drop off for free old merchandise of the EWSWA for the EWSWA to recycle such as carts, boxes, green cones, etc. that are worn/used/broken beyond repair. These are typically sent to a local recycler when enough stock is received and markets are available. In 2023, while this program was available, there is no tonnage to report as many items were included in the blue box program.

6 Promotion and Education (P&E)

6.1 Community Outreach

The EWSWA staff traditionally organize promotions and events to engage residents in waste diversion activities. Initiatives like the online Scavenger Hunt for Earth Day, actual in-person Earth Day Event at Malden Park, FoodCycler™ Pilot Program, a digital campaign for Waste Reduction Week, as well as print information on various programs of the EWSWA are some of the many strategies used in 2023.

After Covid-19, in person presentations were limited again in 2023 as they were in the previous two years in schools. As a result, the EWSWA is supporting all businesses, residents, and school boards with waste diversion inquiries, resources, and questions as needed. As well, the EWSWA supported special requests by school boards like MRF tours to school ambassador programs to liaise and better educate the new waste diversion school leaders.

There were twenty-five special events serviced with blue box program recycling carts in 2023 to better support waste diversion at local community events.

The EWSWA was honoured to receive two awards at the Municipal Waste Association (MWA)'s 2023 Promotion and Education Awards. In the category, "Surprise Us", the EWSWA received Bronze for making unique linkages to holidays like Easter and Thanksgiving to promote waste reduction, reuse, and recycling. In the category, "Social Media & Online Strategy", the EWSWA received Gold for the Goose Chase App initiative. To complement Earth Day, the EWSWA had 132 households register to use a free, third-party App that used a virtual scavenger hunt to educate and engage residents. Some of the scavenger hunt activities included: watching a video and answering

questions, taking photos of hazardous waste items in need of drop-off, and taking a photo of your Blue Box set-out.

6.2 Special Community Events

One notable event that the EWSWA serviced in 2023 was the annual Earth Day event, held on April 23, 2023 at Malden Park in Windsor. Approximately 1,500 people attended the event.

Some highlights of this event included environmental exhibits, food vendors, guest speakers, sciensational snakes, interactive games, and an on-site hydration station.

The EWSWA set up a tent at the Earth Day event, educating and highlighting residents on various programs/upcoming initiatives in the Essex-Windsor area, including interactive displays on: compost, food waste and organics, FoodCycler™ units, red/blue box recycling, and BYC/Green Cone Digestors.

Another event, initiated by YQG Green, was launched in the fall of 2023 leading up to Waste Reduction Week. This new event was called the YQG Green Expo, taking place on October 14, 2023, and featured: A Fireside Chat, Environmental Exhibitors, an Expert Panel Discussion, and Community Recycle Drive Thru & Drop-Off. The EWSWA was one of the partners of this event and various administrative staff from the organization participated in the event. Residents were encouraged to drop off items such as electronics, textiles, household items, and eyeglasses, using the Community Recycle Drive Thru & Drop Off, as well as prescription medications which were collected for safe disposal, by various local not-for-profit organizations. Habitat for Humanity Restore, Unifor 444, Diabetes Canada, and Soles4Souls, etc. were some of the organizations that supported this event. The EWSWA had a booth set up at this event where several members of the staff were on-site to answer questions and provide program information to participants.

6.3 Waste Reduction Hotline

The EWSWA maintains a Waste Reduction Hotline (1-800-563-3377), where staff of the EWSWA answer residential questions, or redirect the call to the appropriate staff or department.

6.4 Print Newsletter

The EWSWA issues an annual newsletter called Enviro Tips which is delivered to each household and is available online. In spring 2023, the newsletter "Enviro Tips" was delivered to every household, apartment, farm, and business in Windsor/Essex County. Over 173,500 newsletters were delivered. The newsletter featured the FoodCycler™ Pilot Program, Garden Gold Compost, the Backyard Composter coupon, Drop Off Depot, Recycle Coach, MHSW information, and a few program reminders.

6.5 E-Newsletter

E-newsletters are also part of the program as they are low cost and another way to reach residents using Constant Contact, Inc., an online marketing company which allows the user to create effective e-mail marketing campaigns. In the past, the EWSWA has utilized Constant Contact to inform subscribers of events, sales, and various promotions of the EWSWA.

The EWSWA has a total of 4,945 subscribers. A total of 24 e-newsletters were published in 2023, which represents a substantial increase from 2022, as the EWSWA utilized Constant Contact to send out information regarding the FoodCycler™ Pilot Program (invites, registrations, pilot information, etc.). The e-newsletter proved very useful in communicating with participants of the pilot program.

Open rates for e-newsletters in 2023 are as follows: Earth Day 2023, 58%, Gold Star 2023, 64%, Feedback for Upcoming website of the EWSWA, 63%.

6.6 EWSWA Website

The EWSWA website (www.ewswa.org) is updated on a regular basis to provide detailed information and public education to residents. Topics covered range from waste management and reduction, to details regarding waste diversion activities. Through the website, residents have access to instructions, tenders, reports, calendars, acceptable recycle box materials, incentives, etc. In 2023, the EWSWA utilized Google Analytics to measure the metrics for the website. In July 2023, Google transitioned to a new platform for measuring analytics (G4). This new platform is not compatible with the much older technology on the EWSWA's current website, therefore, it is not tracking metrics properly. However, the EWSWA will be launching a new website in 2024 and the new Google Analytics Software will be built in and function properly to track metrics across the website. Using the very

limited free software, the EWSWA has the metrics for one month, as shown below:

- Total Users (one month): 5,507
- Estimated Total Users for 2023: 66,084
- Average Session Duration: 1 minute 32 seconds
- 59% of users accessed the website via mobile device, 38% of users accessed the website via desktop, and 2% of users accessed the website via tablet

6.7 Recycle Coach App

Recycle Coach is an App which makes recycling and collection schedule information easy to find. The App is continuously developing new programs to combat complacency and get people re-engaged in recycling. It promotes best practice ideas on better waste management to improve outcomes such as increasing recycling, proper disposal and diversion of solid waste, etc. In 2023, the EWSWA made it a priority to promote this App and get local residents onboard with accessing information around solid waste through this App. As a result, metrics continue to increase each year, as shown in Table 15 below for 2023:

Table 15: Recycle Coach App Metrics Comparison for 2022-2023

Metrics	2022	2023
Total Users *	26,416	28,308
Total Interactions	2,922,775	3,405,260
Reminders	2,728,826	3,248,924
Notifications	80,992	37,566
Material Searches	17,931	19,507
Page Views	27,322	25,759
Calendar Views	67,704	73,684

* Note: In 2021, there was a tracking metric for the EWSWA website users accessing Recycle Coach's "What Goes Where" via the EWSWA website – which was included in the metrics as 'subscribers'. This metric is no longer included in

the subscriber number, as it tracks material searches, and therefore is tracked as a stand-alone metric “Material Searches”.

6.8 Agorapulse

In 2022, the EWSWA began using Agorapulse to better manage and enhance capability to schedule social media posts. Agorapulse is a full-featured social media management platform. Some of its features include a variety of methods to publish content, schedule posts, and report about social account usage. It allows Waste Diversion staff to stay organized, save time, generate reports, and easily manage social media accounts – all from one convenient platform.

6.9 Facebook

- Fans: 433
- Engagement: 1,400
- Impressions: 192,000

Definitions

- Fans are the number of people who are following the EWSWA’s Facebook page.
- Engagement is the number of fan interactions (reactions, comments, shares, clicks, and private messages) with the EWSWA Facebook page.
- Impressions are the number of times the EWSWA page has been viewed during the selected period (2023). This includes paid, organic, and viral impressions.

Facebook Publishing:

- Posts Published: 352
- Posts Reach: 98,333
- Engaged Users: 3,242

6.10 X (Formerly Twitter)

The social platform formerly known as Twitter was purchased, rebranded, and relaunched as “X” in mid-July 2023. The X platform analytics are no longer included in Agorapulse. To receive metrics for X, the EWSWA would have to pay an additional fee. The EWSWA has not yet subscribed to this additional service. X is working on improvements to their own analytics, but much of the data is currently missing.

- Followers: 1,015
- December 2023 Metrics Available: the EWSWA posts earned 2.0 impressions over the 31-day period and earned 63 impressions per day

Definitions

- *Followers are the number of people who are following the EWSWA on X.*

6.11 Instagram

The EWSWA added Instagram to their social media accounts in 2021. The 2023 metrics are as follows:

- Followers: 220
- Engagement: 179
- Impressions: 13K
- Brand Awareness: 24
- Posts Published: 287
- Posts Reached: 7,119
- Posts Engagement: 207

Definitions

- Followers is the number of people following the EWSWA on Instagram.
- Number of followers' interactions (likes, saves, comments, and direct messages) to the EWSWA Instagram profile.
- Impressions is the number of times the EWSWA profile's content has been viewed during the selected period.
- Brand Awareness is the number of mentions of the EWSWA profile and listening searches containing your brand name.

6.12 Google – Public Drop Off Depot Statistics

The EWSWA strives to always ensure Google information is up-to-date as many people visit Google for topics including:

- Holiday Closures
- Hours of Operation
- Traffic Flow (heavy traffic / light traffic)
- Photos
- Reviews

- Accepted Materials

During a search, Google logs 'behavior' metrics, as well as the resulting 'action' from the search (a visit to the organization's website, request directions, call, etc.).

Some key Google statistics for the EWSWA's Public Drop Off Depot searches (statistical average is over 3 months):

- 4.3/5-star rating - based on public reviews
- 4,683 EWSWA business profile interactions
- 30,094 people viewed the EWSWA profile (via mobile 75%, via desktop 15%, via Google maps 9% mobile, via Google maps desktop 1%)
- 11,973 searches (website, calls, photo views, direction requests)

Through Google Business Profile Manager, the EWSWA staff have the ability to post updates (holiday closures, change in hours, photos), as well as post messages and respond to reviews.

6.13 Radio and Social Media Campaigns

The EWSWA ran several notable campaigns through a combination of social media and radio advertisements in 2023, all of which reached a significant number of individuals through the following campaigns:

- What Goes Where:
 - Spring Clean Drop-Off Depots – reminders about light bulbs, flower pots, propane tanks, and used cooking oil; reach of 63,337
 - Summer Blue Box – festivals, marinas, sports fields, and parks; reach of 479,380
 - Fall and Halloween – reach of 407,000
 - Christmas – reminders about steel gravy/cranberry cans, aluminum trays, food waste, and electronics; reach of 760,000
- Other Campaigns:
 - Earth Day 30 Day Challenge – reached 19,682 on social media
 - 12 Days of Christmas – radio advertisement regarding MHSW disposal; reach of 57,000

- May Madness (Compost Sale) – reach of 14,651
- Waste Reduction Week – radio advertisement; reach of 522,000

6.14 Gold Star Program

In 2016, the EWSWA launched a new recycling incentive program aimed at increasing public awareness regarding the red and blue box recycling program. Residents were encouraged to apply for a new “Gold Recycling Box” through a program that evaluated their curbside recycling, provided feedback and rewarded successful recyclers with a gold box. The program’s ultimate objective is to decrease the amount of contamination being set out by residents and thereby decrease the amount of residual waste being landfilled. The program was renewed in 2017 and 2,050 residents registered for the “Gold Star” program and by 2018, 1,217 more homes were awarded a gold box. Due to the community engagement in this program, it continues to be offered each year to residents. In 2023, 100 more applicants registered for the program and 100 were awarded gold star boxes. To date, 2,869 homes have registered to have their recycling inspected and were rewarded for excellent recycling habits with a Gold Box. Additionally, during Waste Reduction Week, the EWSWA provided one Gold Star box to 108 elementary schools in the Essex-Windsor area, encouraging each school to distribute the box as a trophy or however the school deemed fit, with the following criteria in mind:

- The recipient of the gold box (whether that be the class, grade, student, or teacher) showed excellent efforts in Waste Reduction or the 3R’s (Reduce, Reuse, Recycle)
- The school must take a picture explaining why they chose them and tag the EWSWA on social media platforms

The participating elementary schools uploaded their successful results of this initiative on various social media platforms, such as Instagram, Facebook, and Twitter, accumulating a total reach across all platforms of 2,006.

7 Municipal Hazardous or Special Wastes (MHSW) Program

7.1 MHSW Depots

The EWSWA opened the Windsor MHSW Depot in October 1995. In addition to the Windsor facility, the EWSWA opened a second MHSW Depot at

Essex-Windsor Solid Waste Authority

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Transfer Station No. 2 in the Town of Kingsville in 1997. A third depot was opened at the Essex-Windsor Regional Landfill in October 2013. These Depots replaced the annual Household Chemical Waste Days held in Essex-Windsor. A total of 555,269 litres and 102,386 kg of MHSW materials were delivered to the sites in 2023. See Table 16 and 17 for details.

7.2 Reuse Centre

A Reuse Centre has been operational at the Windsor MHSW facility since 1995.

Paint is distributed in both 1-gallon and 5-gallon pails for reuse. According to records, 2,023 residents accessed the Reuse Centre as compared to 2022 which had 1,403 residents as a result of more promotions on this program. These residents, were successful is using the program as 35,260 products or approximately 52,539 kg of paint and miscellaneous materials were taken in 2023 compared to 37,829 products or 54,530 kg of reusable materials in 2022.

Table 16: Municipal Hazardous or Special Waste for 2023 in litres

Material	MHSW from Facilities	Reuse Centre Quantities	Total
Adhesives/flammable liquids	78,800	10,971	89,771
Aerosols	8,001	1,022	9,023
Antifreeze (Glycol)	12,618	0	12,618
Corrosive liquid	4,984	1,121	6,105
Inorganic acids	1,293	0	1,293
Paints & Coatings	174,459	36,618	211,077
Pesticides	5,532	850	6,382
Waste oils (used motor oil, hydraulic oil, etc.)	208,860	0	208,860
Cooking oil	10,140	0	10,140
Total MHSW Litres	504,687	50,582	555,269

Table 17: Municipal Hazardous or Special Waste for 2023 in kilograms

Material	MHSW from Facilities	Reuse Centre Quantities	Total
Car batteries	23,783	0	23,783
Dry cell batteries	17,924	0	17,924
Fire extinguishers	3,065	0	3,065
Fluorescents/misc. lamps/ballasts	18,384	0	18,384
Inorganic oxidizers	5,149	1,957	7,106
Mercury (HG items)/lead	9	0	9
Pharmaceuticals	1,520	0	1,520
Plastic used oil containers	9,210	0	9,210
Propane cylinders	3,441	0	3,441
Propane tanks/misc. tanks	15,284	0	15,284
Corrosive solids (e.g. cement)	1,879	0	1,879
Waste oil filters	781	0	781
Total MHSW Kilograms	100,429	1,957	102,386

Table 18: MHSW Diversion Comparison

	2022 Tonnes	2023 Tonnes
MHSW recycled or reused	637	658
MHSW not recycled	(16)	(18)
Total MHSW Diverted	621	640

Note: Examples of MHSW materials not recycled include: inorganic acids, inorganic oxidizers, pharmaceuticals, corrosive liquids, and pesticides.

7.3 Waste Motor Oil

Waste motor oil is collected curbside alongside the residential recycling program. As well, residents are able to deliver waste oil to the EWSWA's MHSW facilities. The quantity of waste oil collected during 2023 was 208,860

litres, compared to the 183,488 litres collected in 2022. The quantity of oil collected by month is shown in Table 19 with historical data over four years.

Table 19: Litres Waste Oil collected

Month	2020 Litres	2021 Litres	2022 Litres	2023 Litres
January	13,825	7,950	9,150	13,875
February	5,925	4,300	4,175	6,700
March	11,425	23,625	14,875	11,375
April	19,125	20,700	12,675	20,294
May	6,750	14,625	18,500	19,197
June	21,625	21,950	24,973	26,750
July	23,825	17,000	18,665	20,025
August	20,475	19,250	17,750	17,309
September	26,700	18,775	19,083	17,485
October	20,900	14,850	17,838	21,350
November	18,900	15,925	17,072	17,250
December	15,175	14,425	8,732	17,250
Total:	204,650	193,375	183,488	208,860

Note: Due to contractor change in 2021, the data for 2021-2023 accounts for all types of oil collected, both hydraulic and motor.

7.4 Waste Cooking Oil

Used cooking oil is free for residents to drop off at the EWSWA MHSW facilities at the City of Windsor Public Drop Off and the Kingsville Transfer Station #2. Sanimax collects the cooking oil which is then filtered and cleaned, and later marketed to be mixed with diesel fuel to create biodiesel. In 2023, the total amount of cooking oil collected at both sites totalled 10,140 litres or 10.14 tonnes.

7.5 Refillable Propane Tanks

In 2023, the EWSWA began working with Tank Traders, a national propane tank exchange program which offers a free service for core collection of refillable propane tanks ranging from 5 lbs to 100 lbs. Tanks that are in good condition are collected and refurbished into their exchange program for reuse, following Ontario's goal of a circular economy, and any tanks that do not pass the safety requirements are sent to a metal recycler, preventing

them from landfill. In 2023, a total of 1,406 propane tanks were collected from the EWSWA's three sites by Tank Traders, allowing them to either be reused in their exchange program or recycled.

7.6 Call2Recycle Battery Recycling Program

Call2Recycle Inc. is a not-for-profit organization that provides a battery recycling program at no-cost to consumers across Canada. Call2Recycle receives batteries from the EWSWA's three sites and recycles them, keeping them out of the Landfill and recovering the valuable materials that can be used to create new batteries and other products. As captured in Table 17, a total of 17,924 kgs or approximately 18 tonnes of batteries were collected from the EWSWA's three sites in 2023 and recycled/reused through Call2Recycle Inc.

8 Overall Summary of Residential Diversion Quantities

8.1 Residential Waste Diversion

This table below summarizes the residential waste diversion activities detailed in this report.

Table 20: Residential Waste Diversion Summary

Residential Waste Diversion Summary	2022 Tonnes	2023 Tonnes
Net Marketed Recyclables (Table 4)	20,123	18,251
Other Recyclable Programs (Table 10)	6,314	6,335
Yard Waste, BYC, Mulching Blades, & FoodCycler™ Pilot Program (Table 14)	24,377	28,883
MHSW Waste including Waste Oil (Table 18)	621	640
Total Residential Tonnes Diverted	51,435	54,110

Due to rounding, the Total Residential Tonnes Diverted does not equate to the sum of tables 4, 10, 14, and 18.

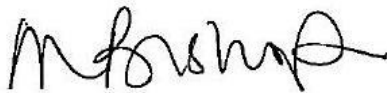
For further information, please contact the undersigned.



Catharine Copot-Nepszy

Manager, Waste Diversion

CCNepszy@ewswa.org



Michelle Bishop

General Manager

MBishop@ewswa.org

Report prepared by:

Carlie Trepanier, Administrative Assistant



Council Report: S 75/2023

Subject: Bike Parking Policy – City Wide

Reference:

Date to Council: July 31, 2024

Author: Chris Gerardi

Policy Analyst

519 255 6100 ext. 6830

cgerardi@citywindsor.ca

Public Works - Operations

Report Date: November 9, 2023

Clerk's File #: ST2023

To: Mayor and Members of City Council

Recommendation:

THAT report S 75/2023, "Bike Parking Policy", **BE RECEIVED** for information; and,

THAT the existing Policy for Bicycle Parking on Public Property **BE RESCINDED** and **BE REPLACED** with the Bike Parking Policy and associated attachments as appended in report S 75/2023; and,

THAT Administration **REPORT BACK** to the Environment, Transportation and Public Safety Standing Committee on the costs to retro-fit existing facilities, to meet the new Bike Parking Policy requirements, including identifying priorities and funding requirements which would be required for installation and maintenance.

Executive Summary:

N/A

Background:

The City of Windsor Policy for Bicycle Parking on Public Property from 2004 is the most recent guiding document for bicycle parking standards within Windsor. The requirement for a new Bicycle Parking Policy was identified as part of the Active Transportation Master Plan:

A Bicycle Parking Policy framework was presented to the Windsor Bicycling Committee and bike parking subcommittee in April 2021 and an update on development was presented in November 2021. A detailed Standards and Guidelines document has been created to help provide more clarity on what is considered good practice for providing bicycle parking for administration, developers and the public. The Bike Parking Policy has been developed with a number of procedures to address a variety of items such as

temporary bicycle parking at special events, bicycle parking in the public right-of-way and at City facilities.

ACTION 3B.1: DEVELOP AND IMPLEMENT A BIKE PARKING POLICY

The City should develop a bike parking policy to outline criteria for bicycle parking in the public right-of-way (including bicycle corrals as noted in Action 3B.4) and at public facilities (as noted in Action 3B.3), as well as to support businesses in existing developments to retrofit existing buildings to provide bicycle parking and other amenities, such as storage and change room facilities to support employees' cycling to work year-round. Adding these facilities would likely require a reallocation of existing motor vehicle parking to bicycle parking.

A framework for the Bicycle Parking Policy was presented and endorsed by the Windsor Bicycling Committee with the following direction:

1. *That the broad objectives articulated in the Bike Parking Policy Framework **BE ENDORSED**; and,*
2. *That within that the Framework, that Administration **BE REQUESTED** to develop specific proposals for Council to consider capital incentives to promote investments in end of trip bike parking facilities to promote stronger commuter cycling adoption; and,*
3. *That Crime Prevention through Environmental Design (CPTED) principles **CONTINUE** to be a point of emphasis as the Bike Parking policy be developed; and,*
4. *That the City of Windsor **BE REQUESTED** to create minimum bike parking capacity requirements for City Parks and to follow CPTED principles when determining where to locate bike parking facilities with the view to encourage park users to bike to parks; and,*
5. *That the City of Windsor **BE REQUESTED** to continue to embed consideration for bike parking facilities where appropriate in terms of land use and site design; and,*
6. *That consideration **BE AFFORDED** to provide bike parking facilities for a variety of bicycles; and,*
7. *That the City of Windsor **BE REQUESTED** to increase the required number of bike parking spaces (minimum) for all future developments; and,*
8. *That the implementation of a Bike Parking policy for the Sandwich South Lands that align with the goal of the Active Transportation Master Plan **BE SUPPORTED**; and,*
9. *That the Bike Parking Policy **BE REVISITED** every four years commensurate with the term of City Council.*

At the Windsor Bicycling Committee meeting held on December 13 2022, the Policy was presented and the direction was given that:

*That the proposed Draft Bike Parking Policy **BE SUPPORTED**.*

Report S 75/2023 will speak to the directions related to bicycle parking on City of Windsor property.

Policy and Procedures

The Bicycle Parking Policy development process considered all of the requirements outlined in the ATMP and per Council Direction. The proposed Bicycle Parking Policy is comprised of three procedures and a standards and guidelines document. The following are proposed:

0. Policy – Bicycle Parking
1. Bicycle Parking Standards and Guidelines
2. Procedure – Bicycle Parking at City Facilities and Buildings
3. Procedure – Bicycle Parking in the Public Right-of-Way
4. Procedure – Temporary Bicycle Parking for Events

Standards and Guidelines

The Bicycle Parking Standards and Guidelines are created to help form the foundation of the policy and provide information on important aspects of selecting the most appropriate infrastructure for bicycle parking spaces. The guidelines cover the following information:

- Goals and objectives of bicycle parking storage
- Definitions of long and short term bicycle parking
- Accessibility
- Design of bicycle parking spaces; size, materials, installation, spacing
- Security

The Crime Prevention through Environmental Design (CPTED) Principles were a point of emphasis to form the standards and guidelines. Windsor Police was consulted and CPTED principles are applied by including the following requirements in the policy:

- Bike parking will be located in a well-lit location where it is oriented to be highly visible to both pedestrians and nearby passing vehicular traffic. The less a bicycle area is set back from a roadway or well travelled pedestrian route, the more “visually accountable” the outcome which elevates theft deterrence.
- Bike parking should be visible from the main entrance of a building; sight lines should be clear from varying angles towards the bicycle parking area.
- Every attempt should be made to locate the bike parking within 15 meters of the main entrance of a building and within a fully unobstructed view of the corridor.
- Bicycle rack styles should be used which allow the bike to be locked with the frame and at least one other wheel using a U-lock

Table 1 – Summary of Short-Term and Long-Term Bicycle Parking

Component	Short-Term Bicycle Parking	Long-Term Bicycle Parking
Typical length of time	Between a few minutes and a few hours	Several hours, overnight
Typical Locations, Uses	Commercial/Retail, Libraries, Parks, Community Centres, etc.	Residential, Employment & Transit Stations
Typical Users	Visitors	Residents, Employees, Bicycle & Ride Commuters
Accessibility/Availability & Security	<p>Easy access, available to the public.</p> <p>Should be located close to a building entrance for the sake of convenience.</p> <p>Reliant on public exposure and natural surveillance.</p>	<p>Secured access, requires registration and the use of a key device.</p> <p>Actively monitored by CCTV and/or by security staff.</p>
Types of infrastructure	<p>Bicycle Racks (on-street, and on private or public property)</p> <p>Post and Ring Bicycle Racks</p> <p>On-street Bicycle Corrals (sets of bicycle racks installed within a parking lane at an intersection)</p>	<p>Bicycle Lockers – Individual lockers that can store 1 bicycle.</p> <p>Bicycle Cages – Caged & sheltered enclosures, typically attached to offices and/or multi-unit dwellings.</p> <p>Bicycle Rooms – Rooms within buildings specifically for bicycle parking.</p> <p>Secured Parking Areas – A separate building or an extension dedicated to bicycle parking.</p>
Weather Protection	<p>Optional:</p> <p>Can be provided in the form of bicycle shelters or awnings.</p>	Required.

Procedure – Bicycle Parking at City Facilities and Buildings

Bicycle parking at City facilities and buildings outlines the locations where bike parking should be provided or increased throughout Windsor. These areas, other than within the right-of-way, include parks, libraries, pools, offices, community centers and arenas. Bicycle parking should be provided for short term and long-term use depending on the location as outlined in the procedure.

Bicycle parking needs will be assessed according to the intensity and type of use to be serviced. At minimum, bicycle parking should be provided in quantities as outlined in the Zoning By-Law update for bicycle parking, covered through this report.

End-of-trip facilities will be important to encourage cycling as well as provide important services to cyclists when they reach their destinations. These end-of-trip facilities should include access to drinking water, shower and change stations, washrooms, bicycle repair stations and e-bike charging stations if required. The requirement for a particular type of end-of-trip facility will depend on the City facility or building as outlined in the procedure.

Transit terminals will also benefit with an increase in bicycle parking, particularly long-term bicycle parking. These spaces will be provided in accordance with the Bicycle Parking Standards and Guidelines.

Procedure – Bicycle Parking in the Public Right-of-Way

Bicycle parking within the City right-of-way should follow the Standards and Guidelines identified through the Policy. Increased bicycle parking should be provided in commercial corridors with high pedestrian and cyclist traffic, where vehicle parking is typically provided by on-street parking. These areas in the City of Windsor fall within the BIAs.

Post and Ring Program

The Post and Ring Program in the public right-of-way procedure outlines the requirements for placement of bicycle racks in the public right-of-way. BIAs or other privately funded groups can deviate from the standards to include changes to the lettering and cap provided they fund the difference between the City Standard and their selection. Examples of post and ring bicycle parking is provided in Figure 1.



Figure 1: Post and Ring Bike Racks in Walkerville, Windsor ON
Location: South-East Corner of Wyandotte and Lincoln Rd.

The need for bicycle parking in the right-of-way outside of BIAs is seen as limited. Most commercial corridors with high pedestrian and cyclist traffic are located within one of the City's BIAs. Where feasible, business owners should provide bike parking on private property. However, outside of the BIA Implementation of the post and ring program will require applicants to apply for encroachment agreements.

Creation of a City wide, fully funded, Post and Ring Program was considered. The cost to inspect, maintain and replace Post and Ring racks can be extensive. They can be hit by motor vehicle collisions and are often targeted for vandalism and theft. Currently, this maintenance is paid for out of BIA funds which are limited. Should Council choose to consider adopting a city wide, fully funded, Post and Ring program, Administration could report back to Council on the estimated funding for both installation and maintenance.

If a program were created to service just the areas outside the BIAs, that would create an inconsistent level of service where the BIAs are paying for something that businesses outside the BIAs are receiving for free. Since the need for right-of-way bicycle parking outside BIAs is seen as minimal, it would be simpler to encourage private property bicycle parking and, where warranted, rely on encroachment agreements.

The cost of an encroachment application is currently \$899.60 plus the current annual fee of \$99.50. The Right-of-Way Division in the Engineering Department will evaluate the application to determine if bicycle parking is warranted and provide a pre and post-installation inspection and then yearly inspections to ensure on-going compliance with City standards.

For the life of the encroachment, the applicant will be responsible to provide a Certificate of Insurance in the Applicant's legal name confirming the Applicant has required insurance coverage. The Certificate of Insurance must be satisfactory in form and content to the City's Risk Management Division, and must contain an endorsement naming "The Corporation of the City of Windsor" as an additional insured with a 30-day cancellation notice requirement.

Bicycle Corrals

A Bike Corral Program is outlined in the procedure with details on application. Bike Corrals are used as a method to provide bicycle parking in greater quantities in the traditional auto on-street parking lane, along the curb. Corrals can be installed seasonally within an existing automobile parking spot or intersection corner if it does not pose any sight line or transit concerns. Examples of bicycle corrals are provided in Figure 2 and Figure 3.



Figure 2 (LEFT): Bicycle Corral in New York City & Figure 2 (RIGHT): Bicycle Corral in Portland

Sources: <https://nyc.streetsblog.org/2020/02/14/after-years-of-neglect-dots-bike-corral-program-is-back/>
<https://www.portlandoregon.gov/transportation/article/481528>

Bicycle corrals provide more parking than the Post and Ring Program. However, since there is a need to remove on-street parking to accommodate Bicycle corrals and a need to fund the maintenance and seasonal installation and removal of bicycle corrals, corrals should be limited to situations where the Post and Ring Program is unable to meet the Bicycle parking needs of the area. For those same reasons bicycle corrals in the ROW will be limited to BIAs.

- If a BIA requests a Bicycle corral, locations will be reviewed by administration to determine whether bicycle corrals are able to be safely implemented. Bicycle corrals will be useful in areas of the city with high pedestrian or cyclist traffic and should be placed in a visible location to encourage a passerby to use them.

Bicycle corrals should not be in areas which will obstruct:

- Bus stops
- Access to fire hydrants
- Turning bus movements
- Locations of manholes and sewer valves
- Parking meters

Required spacing and buffers are outlined in the Public Right-of-Way Procedure. Additional barriers may be provided to provide an increased physical separation from a travel lane.

The Bike corral warrant process first determines that private side bike parking and the Post & Ring Program is unable to meet the need for Bike Parking in the area. City staff and the BIA will work together to choose a suitable location, free from obstruction and agreeable to both parties. City staff will preform the installation, maintenance, and removal of bike corrals. The added cost associated with maintenance and removal of the bicycle corral will be paid for by the BIA.

Procedure – Temporary Bicycle Parking for Events

Temporary or event bicycle parking can be very useful and beneficial to a community in many ways including:

- Reducing the number of motor vehicles trips for an event and help with the parking demand, saving space.
- Reducing the need for cyclists to find a random location to lock their bikes when there are not enough racks in the right-of-way.
- Promoting the use of cycling to travel to special events, providing an enjoyable experience.
- Decreasing the number of people walking around their bicycles and special events.

Temporary event bicycle parking may be provided by event organizers for their special events in Windsor. Temporary bicycle racks which are portable and modular are required for event attendees to park their bicycles. A bike parking sign should be placed in a visible area indicating available bike parking. Private event coordinators will be responsible to provide their own staff and/or volunteers to monitor and provide a valet service for event attendees who wish to use the temporary bicycle parking.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

Increased and strategically placed bicycle parking because of the Bicycle Parking Policy has the potential to decrease greenhouse gas emissions as people opt to use bicycles to travel to their destinations as opposed to using a vehicle. This shift from personal motor vehicles to other travel modes is an important element to achieving the greenhouse gas reduction targets identified in the Community Energy Plan.

Climate Change Adaptation:

As climate change presents more global and local threats, a shift to active transportation will become more sustainable and necessary. Including the new Bicycle Parking Policy within the City of Windsor is a right step towards climate change adaptation. A decrease in the number of days per year with temperatures below -10 degrees Celsius is likely to increase the attractiveness of cycling as a year-round travel mode, which will increase the demand for strategic bicycle parking.

Financial Matters:

There is no immediate financial impact to receiving this report and approving the proposed policy.

As laid out in this report, the responsibility of bicycle parking will vary depending on the location. The budgets related to bicycle parking are spread across different City departments.

As the City's bicycle parking infrastructure is expanded across the City, there will be upward pressure on existing operating and capital budget allotments to fund the construction and on-going maintenance of the added bicycle parking. Departments will be required to update existing capital plans on a project-by-project basis as needed to meet the requirements set out in the new policy. Departments will also be required to develop and identify operating budget impacts for the ongoing maintenance required that can be presented to Council for consideration as new facilities are installed.

Current City practices related to providing bicycle parking at City facilities and buildings are generally compliant with the proposed policy and therefore the impact to existing capital budgets should be minimal. As transit facilities, buildings and parks are renovated and rehabilitated it is standard to install short term bicycle parking, as is adding bicycle parking during streetscaping projects. The current budgetary gaps will relate to the long-term bicycling parking both in terms of availability and long-term bicycle parking as well as the security needs laid out in appendix B.

Once the Policy is adopted, Administration will assess existing City facilities and their bicycle parking. A report will be prepared to outline the cost to retrofit these existing facilities with bike facilities to meet the revised policy requirements. The report will also identify priorities and funding requirements which would be required for implementation and maintenance.

Currently, all bicycle parking in the Public Right-of-Way is located within the BIAs. Construction and ongoing maintenance costs are the responsibility of those BIAs.

Outside the BIAs, bike parking in the Public Right-of-Way will be addressed through encroachment agreements. Interested property owners could follow the City of Windsor existing encroachment application process to install Bicycle Parking in the ROW fronting the owner's property. The property owner will bear the cost of application, installation, and maintenance of the Bicycle Parking to City of Windsor Standards.

Consultations:

Barry Horrobin, Inspector Jennifer Crosby, Windsor Police Service

Michelle Staadegaard, Manager of Culture and Events

Dave Nicholls, Manager of Parks Operations

Karina Richters, Supervisor Environment Sustainability & Climate Change

Jamie Scott, Manager Facilities Operations

Adam Pillon, Manager of Right-of-Way

Sandy Mio, Technologist III

Roberta Harrison, Coordinator Maintenance

Alex Vucinic, Manager of Purchasing & Risk Management

Greg Atkinson, Manager of Development Planning / Deputy City Planner

Neil Robertson, Manager of Urban Design / Deputy City Planner

Laura Ash, Project Lead, Parks Development

Natasha Gabbana, Senior Manager of Asset Planning

Michael Dennis, Manager of Strategic Budget Development and Control

Conclusion:

The existing Bicycle Parking Policy on Private Property from 2004 requires an update to include more guidelines and procedures on bicycle parking at City Facilities and Buildings, in the right-of-way and temporarily for special events. Crime Prevention through Environmental Design principles have been used throughout the development of an updated Bicycle Parking Policy which includes all the updated procedures.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
James Chacko	Executive Director of Parks & Facilities
Ray Mensour	Commissioner, Community Services
Shawna Boakes	Executive Director of Operations/ Deputy City Engineer
Mark Winterton	Commissioner, Infrastructure Services (A)
Janice Guthrie	Commissioner, Finance & City Treasurer
Janice Guthrie for Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A 0. Policy – Bicycle Parking

Appendix B 1. Bicycle Parking Standards and Guidelines

Appendix C 2. Procedure – Bicycle Parking at City Facilities and Buildings

Appendix D 3. Procedure – Bicycle Parking in the Public Right-of-Way

Appendix E 4. Procedure – Temporary Bicycle Parking for Events

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Office of the Commissioner of Infrastructure Services	Policy No.:	
Department:	Public Works Operations	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	On Approval
Subject:	Bicycle Parking Policy	Procedure Ref.:	
Review Date:		<i>Pages:</i>	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. POLICY

1.1. This policy governs the implementation of bicycle parking for the Corporation of the City of Windsor.

2. PURPOSE

2.1. The purpose of this policy is to provide Administration and the general public with a framework on how bicycle parking will be implemented in order to support active transportation throughout the City of Windsor.

3. SCOPE

3.1. This policy covers:

- 3.1.1. bicycle space requirements and standards;
- 3.1.2. bicycle parking at City facilities and buildings;
- 3.1.3. bicycle parking in the right-of-way;
- 3.1.4. temporary bicycle parking for events; and,
- 3.1.5. bicycle parking to support transit facilities.

3.2. This policy should be utilized in coordination with the City's Active Transportation Master Plan and the Bicycle Parking on Public Property Policy.

4. RESPONSIBILITY

4.1. Council has authority to approve implementation of bicycle parking under this policy and is responsible for approving amendments to this policy.

4.2. Administration is responsible for carrying out this policy as follows:

4.2.1. The City Engineer and the Commissioner of Economic Development and Innovation are corporate leads for all transportation and associated public safety programs and are responsible for initiating amendments to the Bicycle Parking Policy.

4.2.2. The Transportation Planning Senior Engineer is responsible for:

4.2.2.1. Overseeing implementation of this policy,

- 4.2.2.2. Bringing forward bicycle parking plans before Council for approval,
- 4.2.2.3. Recommending operating and capital budget expenditures related to bicycle parking, and
- 4.2.2.4. Recommending amendments to this policy to Council.

5. GOVERNING RULES AND REGULATIONS

- 5.1. This policy will be implemented in accordance with the following bicycle parking guidelines and procedures:
 - 5.1.1. Bicycle Parking Standards and Guidelines
 - 5.1.2. Bicycle Parking at City Facilities and Buildings
 - 5.1.3. Bicycle Parking in the Public Right-of-Way
 - 5.1.4. Temporary Bicycle Parking for Events
- 5.2. Where there are existing bicycle parking deficiencies as it relates to this policy, Council may put forward locations to be prioritized and brought to compliance in steps over a period of time.

6. RECORDS, FORMS AND ATTACHMENTS

- 6.1. Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.
- 6.2. Attachments:
 - 6.2.1. Attachment 1: Bicycle Parking Standards and Guidelines
 - 6.2.2. Attachment 2: Procedure – Bicycle Parking at City Facilities and Buildings
 - 6.2.3. Attachment 3: Procedure – Bicycle Parking in the Public Right-of-Way
 - 6.2.4. Attachment 4: Procedure – Temporary Bicycle Parking for Events

Bicycle Parking Standards and Guidelines

1.0 Introduction

The Bicycle Parking Policy Guidelines provides information on the expected standards of short-term and long-term bicycle parking spaces. These guidelines are intended to serve developers and City Administration in selecting the appropriate bicycle parking racks for bicycle parking on private property and in the public right-of-way.

1.1 Bicycle Parking Guidelines Goals and Objectives

- Provide increased community connectivity by facilitating bicycle storage for cyclists throughout the city;
- Promoting active transportation by increasing secure bicycle parking;
- Increasing convenience for cyclists as new developments are built;
- Creating a culture shift through increased and secured bicycle parking.

2.0 Definitions

The following definitions are applicable to this policy, and are included in zoning by-law 8600:

Bicycle parking space means an area used for the parking of an operable *bicycle*.

Short-term bicycle parking space means a *bicycle parking space* for the use by visitors of a *building*. These spaces are located within 15 m of, and is visible from, the main entrance of the *building* the *bicycle parking space* is intended to serve.

Long-term bicycle parking space means a *bicycle parking space* for the use by occupants or tenants of a *building*. These are located within a *building* or sheltered *structure* with a secure means of access.

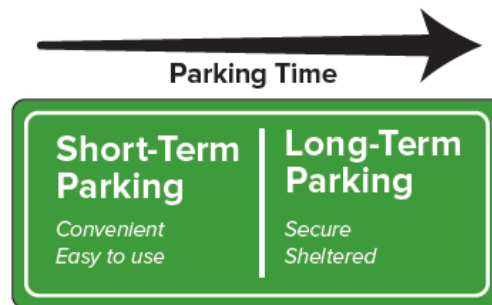


Figure 1 - Short-Term to Long-Term Bicycle Parking
Source: Association of Pedestrian and Bicycle Professionals

A summary of components for short-term and long-term bicycle parking is shown in **Table 1**. Further details are provided in the next sections of the Policy

Table 1 – Summary of Short-Term and Long-Term Bicycle Parking

Component	Short-Term Bicycle Parking	Long-Term Bicycle Parking
Typical length of time	Between a few minutes and a few hours	Several hours, overnight
Typical Locations, Uses	Commercial/Retail, Libraries, Parks, Community Centres, etc.	Residential, Employment & Transit Stations
Typical Users	Visitors	Residents, Employees, Bicycle & Ride Commuters
Accessibility/Availability & Security	<p>Easy access, available to the public.</p> <p>Should be located close to a building entrance for the sake of convenience.</p> <p>Reliant on public exposure and natural surveillance.</p>	<p>Secured access, requires registration and the use of a key device.</p> <p>Actively monitored by CCTV and/or by security staff.</p>
Types of infrastructure	<p>Bicycle Racks (on-street, and on private or public property)</p> <p>Post and Ring Bicycle Racks</p> <p>On-street Bicycle Corrals (sets of bicycle racks installed within a parking lane at an intersection)</p>	<p>Bicycle Lockers – Individual lockers that can store 1 bicycle.</p> <p>Bicycle Cages – Caged & sheltered enclosures, typically attached to offices and/or multi-unit dwellings.</p> <p>Bicycle Rooms – Rooms within buildings specifically for bicycle parking.</p> <p>Secured Parking Areas – A separate building or an extension dedicated to bicycle parking.</p>
Weather Protection	<p>Optional:</p> <p>Can be provided in the form of bicycle shelters or awnings.</p>	Required.

Sources: the Association of Pedestrian and Bicycle Professionals (APBP), City of Toronto, Seattle Department of Transportation (SDOT)

3.0 Short-Term Bicycle Parking

Short-term bicycle parking is primarily meant to be used by the visitors of a building.

3.1 Accessibility

The following accessibility criteria should be used when providing short-term parking spaces:

- Placement on the ground floor of the building location; free of stairs or obstacles to access
- In close proximity to the building entrance; within 15 meters
- Way-finding signage should be provided to help guide cyclists to the space

3.2 Design

The following should be provided as part of the design for a bicycle rack used for short-term bicycle parking:

- Supports the bicycle upright without putting stress on the wheels
- Allows locking of the bicycle frame along with one or two wheels through the use of a U-lock
- Is securely anchored to the ground
- Resists, cutting, bending and deformation

3.2.1 Size

A bicycle parking space parked horizontally should have minimum dimensions of 1.8 meters in length, 0.6 meters of width and 1.9 meters of vertical clearance from the ground. For bicycles parked in a vertical position the required space is 0.6 metres by 1.2 metres with a vertical dimension of 1.9 metres.

3.2.2 Materials

Materials for bicycle racks should be long lasting and strong. The following criteria should apply to the materials used for the bicycle racks:

- Industrial grade materials or galvanized steel should be used
- Wood, materials with the potential to rust should be avoided
- Malleable or materials which are easily bent should be avoided
- The outer surface should be smooth in order to prevent any damages or scratches to the bicycle
- Avoid materials that weaken when welded to prevent broken racks and theft

3.2.3 Installation

Bicycle racks should be secured and installed properly using the options and as detailed in Table 2 below:

Note: It is highly recommend that all racks be on concrete pads.

Table 2 – Anchoring Surfaces and Methods

Surface	Rack Base	Anchoring Methods	Notes
Concrete (sidewalk, pad, poured footing, or non-post-tensioned floor)	Embedded leg	Embed (dig post hole, support rack temporarily, fill hole with concrete, allow to set, remove temporary support)	Suitable for new sidewalk construction. Permanent. Difficult to replace when damaged.
	Surface flange, flat-bar base, or base frame.	Wedge anchor bolt Tamper-proof spike Industrial adhesive	Suitable for new or existing sidewalk. Easy to replace when damaged. Should not be installed over most vaulted sidewalks. Stainless steel flanges recommended to prevent rust stains on concrete.
Concrete post-tensioned floor	Flat-bar base	Industrial adhesive	Post-tensioned concrete floors should not be drilled.
Asphalt	Embedded leg	Provide a concrete footing, proceed as above	Do not anchor directly into asphalt.
	Surface flange		
	Base rail or frame	Landscape nails (6" to 12" long spikes, typically 1/4" to 3/8" in diameter)	Drill pilot hole through asphalt using hammer drill and masonry bit. Drive nails with sledgehammer.
Unpaved	Embedded leg	Provide a concrete footing, proceed as above	Do not anchor directly into ground.
	Surface flange		
	Base rail or frame	Landscape nails	Drive nails with sledgehammer.

Adapted from APBP Bicycle Parking Guidelines

3.2.4 Spacing

When bicycle racks are installed they require adequate space to manoeuvre. **Table 3**, adapted from *City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities* and *City of Mississauga Bicycle Parking Zoning By-Law Directions*, outlines the requirements for spacing when selecting the location and design of bicycle parking. Furthermore, **Figures 2 to 5** is shown below on these requirements.

Table 3 – Bicycle Parking Spacing Requirements

Situation	Requirements
Distance between rack and wall/obstacle	<ul style="list-style-type: none"> - Minimum 0.45 m if bicycles parked parallel to obstacle; - Minimum 2.5 m if bicycles parked perpendicular to obstacle and rack has double-sided access; - Minimum 0.6 m if bicycles parked perpendicular to obstacle and rack has single-sided access (side facing wall would not accommodate bicycles).
Aisle width	<ul style="list-style-type: none"> - Preferred spacing: 1.8 m for typical bicycle racks this leaves approximately 4.2 m between racks, however this spacing will differ depending on the design of the rack.
Space between rack ends (linear series of racks placed end to end)	<ul style="list-style-type: none"> - 0.9m for maximum parking capacity.
Distance between rack and wall, curb or other obstacle	<ul style="list-style-type: none"> - Minimum 1.5 m for racks perpendicular to wall or other obstacle - Minimum 0.7m for racks parallel to wall, or other obstacle
Distance between individual racks	<ul style="list-style-type: none"> - Minimum 2.5 m for racks parallel to wall, or other obstacle or racks (3.5 m preferred in areas with high bicycle parking turnover). - Minimum 1.0 m for racks perpendicular to wall or other obstacle.
Vertical bicycle racks and clearances	<ul style="list-style-type: none"> - Horizontal bicycle parking: 1.9 m minimum clearance - Stacked bicycle parking: minimum 1.2 m vertical clearance required - Vertically bicycle parking: 1.9 m minimum height and 1.2 m minimum length
Special Considerations	<ul style="list-style-type: none"> - In locations where trailers, cargo bikes and long bikes frequent (ex. grocery stores, parks, schools) the portions of the bicycles racks on the ground should have an additional 0.9m of in-line clearance.

Adapted from City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities and Mississauga Bicycle Parking Zoning By-Law Directions

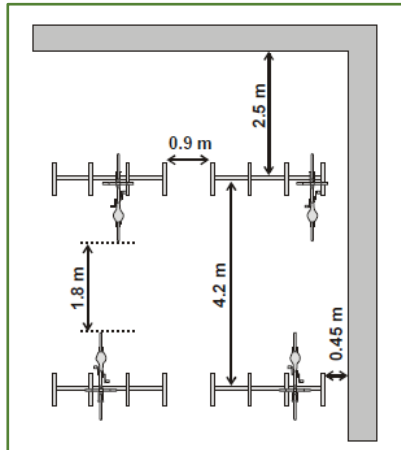


Figure 2 - Spacing for Multi-Bicycle Racks

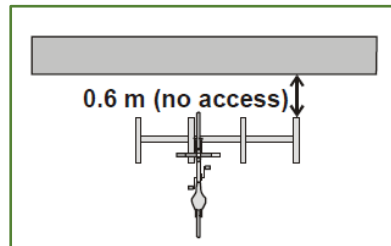


Figure 4 - Spacing for racks with single sided access

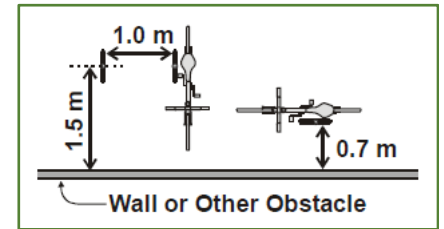


Figure 3 - Spacing required for different orientations

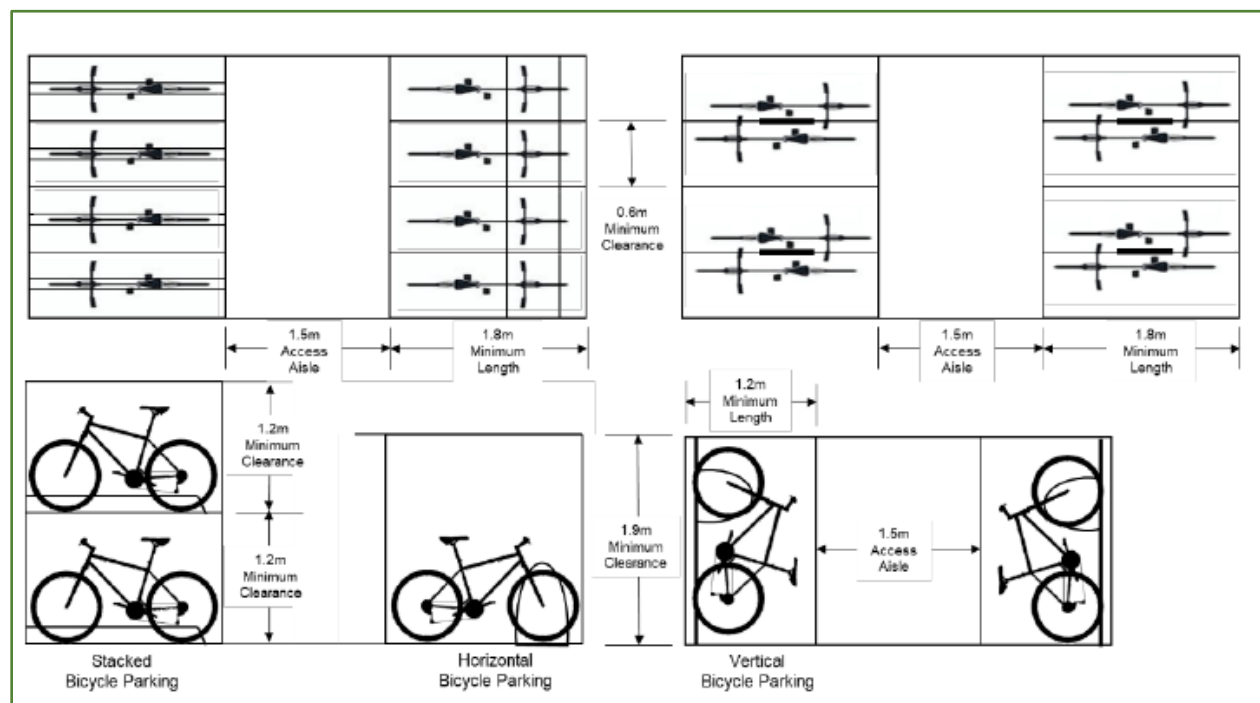


Figure 5 - Vertical clearances for varying bicycle spaces

3.3 Security

Security is required in order to prevent theft, with the following requirements:

- Areas where spaces are placed should be well lit and visible
- Spaces should be anchored and installed as per section 3.2.3 to ensure that they can not be easily damaged or moved
- Locking mechanisms do not need to be provided with or on the rack however the rack should allow for locking of the bicycle frame along with one or two wheels through the use of a U-lock

3.4 Additional Considerations

The following are additional considerations when providing short-term bicycle parking and racks in the city:

- Placing the space in a sheltered area for weather protection
- Long-term bicycle parking measures can apply for short-term use if increased shelter and security is preferred (section 4.0)

3.4.1 The following bicycle racks are preferred based on meeting important performance criteria:

- *Post and Ring*: this is a common style of bicycle rack which is less prone to unintended perpendicular parking.
- *Inverted U*: also called staple or loop bicycle rack, this rack has two points of ground contact and can be installed in series to create a larger parking area.
- *Wheelwell-secure*: this cradles one wheel and contains bicycles wells, however it doesn't not accommodate as many bicycle types as the inverted U and post and ring style racks.

4.0 Long-Term Bicycle Parking

Long-term bicycle parking is primarily meant to be used by the occupants or tenants of a building. This includes building residents and routine users within a workplace. Long-term bicycle parking may also be used by visitors. This parking provides a more secured and sheltered space for cyclists to park their bicycles in comparison to short-term bicycle parking.

Some common examples of long-term bicycle parking include:

- Room within a residential building or workplace;
- Secure enclosures within a parking garage or lot;
- Bicycle lockers in front of a workplace; and,
- Bicycle lockers at a transit center.

4.1 Accessibility

The following accessibility criteria should be used when providing long-term parking spaces:

- Free of any major obstacles to access; ground floor preferred
- Way-finding signage should be provided to help guide cyclists to the space as they may not always be in obvious locations based on limited space availability at the site
- The space should be in good condition and simple to operate
- Should be placed in areas which do not create a blind spot for motor vehicles on the site

4.2 Design

4.2.2 Bicycle Lockers

The following are considerations for bicycle lockers:

	Description
Locking Mechanism	Control Access Systems: - Keys - Electronic Keypad

	<ul style="list-style-type: none"> - Swipe Cards - Bluetooth Technologies - Coin Operated - Personal Locks
Models	<ul style="list-style-type: none"> - Secure durable lockers are made of materials which are long lasting and durable. These should withstand regular use and intense weather conditions. Models which are specifically designed for long-term bicycle parking should be used. - Transparent panels can be placed on the lockers if surveillance of locker contents is desired. - Models may be stackable if desired based on available space and demand.
Installation	<ul style="list-style-type: none"> - Bicycle Lockers should be installed on a level surface. - Sufficient clearance is required for locker doors. - Concrete surfaces are ideal, however surfaces should be selected and matched to the model requirements. Anchor bolts should be used to fix lockers into place. - Bicycle Lockers are best placed away from sidewalks and areas with high pedestrian traffic.

4.2.3 Bicycle Cages

The following are considerations for bicycle cages:

	Description
Locking Mechanism	Control Access Systems: <ul style="list-style-type: none"> - Key - Swipe Cards or Pass
Models	<ul style="list-style-type: none"> - Racks are installed within the cage and bicycles are further locked to these racks - Smaller cages are preferred to limit the number of people with access to one cage - Made of tight and strong mesh or perforated metal sheets, with access through a solid door
Installation	<ul style="list-style-type: none"> - Can be installed in or outside of a building/parking garage - Bicycle racks must be firmly secured to the ground or vertical structures - A single cage of 5.6 m x 5.4 m can accommodate approximately 20 bicycles. A cage of this size occupies the same area as two car parking spaces.

4.2.4 Indoor Bicycle Storage

The following are considerations for indoor bicycle storage spaces through a parking garage or bicycle rooms:

	Description
Locking Mechanism	Controlled Access Systems: <ul style="list-style-type: none"> - Keys - Swipe Cards - Electronic Keypad - Bluetooth Technologies
Models	<ul style="list-style-type: none"> - Indoor storage can be provided in a parking garage; typically on the ground floor level to facilitate access for cyclists and to minimize interactions with vehicles in the parking garage. Bicycle cages or lockers can be provided within the garage.

	<ul style="list-style-type: none"> - A room within a building can be used to provide secure parking spaces; typically on the ground floor or near an elevator to facilitate access. Multiple rooms can be provided.
Installation	<ul style="list-style-type: none"> - Bicycle racks must be firmly secured within the area - Reserving an area in the bicycle room for self-serve bicycle repair and maintenance will add an additional level of service to the facility; features can include a bicycle stand, basic tools and/or an air pump.

4.3 Security

The following methods may be applied in order to provide secure and controlled access to long-term bicycle parking for users:

- Keyed, smartcard or Bluetooth access to the parking space
- Attendant overseeing the spaces and allowing people to access
- Leased space based on agreement with the property owners or managers
- Coin operated spaces

In addition, long-term bicycle parking spaces are not always placed in high traffic or visibility areas and it is advised that security cameras be placed in order to monitor the spaces.

THE CORPORATION OF THE CITY OF WINDSOR PROCEDURE

Service Area:	Office of the Commissioner of Infrastructure Services	Procedure No.:	
Department:	Public Works Operations	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	On Approval
Subject:	Bicycle Parking at City Facilities and Buildings	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. PURPOSE

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing bicycle parking at City facilities and buildings.

2. SCOPE

2.1. This procedure provides details and outlines requirements for providing bicycle parking at City of Windsor facilities and buildings.

3. RESPONSIBILITY

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy.

4. PROCEDURE

4.1. Bicycle parking should be provided at all City facilities and buildings including;

- 4.1.1. Parks and splash pads;
- 4.1.2. Libraries and art galleries;
- 4.1.3. Pools (outdoor and indoor);
- 4.1.4. City Hall and administrative offices;
- 4.1.5. Community centers;
- 4.1.6. Arenas and skating rinks;
- 4.1.7. Transit terminals; and,
- 4.1.8. Municipal parking lots and garages.

4.2. Short-Term and Long-Term Bicycle Parking

Bicycle parking may be provided for short-term and long-term use based on the facility type. All facilities, other than parks, splash pads and pools, should accommodate long-term bicycle parking. **Table 1** outlines the recommended requirements for short-term and long-term bicycle parking based on the City Facility.

Table 1 – Recommended Bicycle Parking Requirements for City Facilities

City Facility	Short-Term	Long-Term
Parks and Splash Pads	X	
Libraries and Art Galleries	X	X
Pools (Outdoor and Indoor)	X	X
City Hall and Administrative Offices	X	X
Community Centers	X	X
Arenas and Skating Rinks	X	X
Transit Terminals and Stops	X	X
Municipal City Parking Lots and Garages		X

Bicycle parking needs will be assessed according to the intensity and type of use to be serviced. At minimum, bicycle parking spaces should be provided in quantities as outlined in Zoning By-Law 8600. The capacity of the rack or spaces should be consistent with the bike parking needs in the area.

Multiple unit bike racks will be used if required to meet the bike parking needs of the area, subject to the approval of the manager of Urban Design & Community Development, in BIAs, and areas designed Civic Image, Schedule G; of the City's Official Plan only.

Per section 4.0 of the Bicycle Parking Standards and Guidelines, "Long-term bicycle parking is primarily meant to be used by the occupants or tenants of a building. This includes building residents and routine users within a workplace. Long-term bicycle parking may also be used by visitors."

Long term parking space users at these facilities will primarily be targeted to City employees.

Short-term bicycle parking should be provided near active areas such as playgrounds, splash pads, washrooms, organized sports fields or courts. It is also ideal to include temporary bike parking near public event spaces, picnic areas and scenic overlook points.

4.3. End-of-Trip Facilities

End-of-trip facilities are provided in order to provide increased convenience and reinforces the importance of bicycle parking. **Table 2** Outlines the ancillary

facilities which may be implemented at City facilities and buildings and the appropriate locations where they may be provided.

Table 2 – End-of-Trip Facilities for City Facilities and Buildings

End-of-trip Facility	Location
Water Fountains/Access to Drinking Water	<ul style="list-style-type: none"> - Parks and splash pads - Libraries and art galleries - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Shower and Change Stations	<ul style="list-style-type: none"> - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Washrooms	<ul style="list-style-type: none"> - Parks and splash pads - Libraries and art galleries - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Bicycle Repair Stations	<ul style="list-style-type: none"> - Parks and splash pads - Libraries and art galleries - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Electric Charging Station	<ul style="list-style-type: none"> - For consideration on a case-by-case basis.

4.4. Transit Terminals and Stops

4.4.1. Bicycle parking should be provided to support transit facilities. Long-term bicycle parking should be provided at transit terminals including the following locations:

4.4.1.1. Tecumseh Mall Bus Terminal

4.4.1.2. Downtown Bus Terminal

4.4.1.3. The Windsor Aquatic Center

4.5. Parking spaces (short-term and long-term) are to be provided in accordance with the Bicycle Parking Standards and Guidelines.

THE CORPORATION OF THE CITY OF WINDSOR PROCEDURE

Service Area:	Office of the Commissioner of Infrastructure Services	Procedure No.:	
Department:	Public Works Operations	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	On Approval
Subject:	Bicycle Parking in the Public Right-of-Way	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. PURPOSE

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing bicycle parking in the public right-of-way.

2. SCOPE

2.1. This procedure provides details and outlines requirements for providing bicycle parking in the public right-of-way. Furthermore, this procedure outlines the process for the implementation of bicycle corrals in the public right-of-way.

3. RESPONSIBILITY

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy; and furthermore,

3.2. The Manager of Urban Design and Community Development is responsible for ensuring that the post and ring program is coordinated with the appropriate parties, such as BIAs, and increasing bicycle parking within the right-of-way where streetscaping is implemented.

4. PROCEDURE

4.1. Bicycle parking may be provided within the right-of-way through the general post-ring program or using bike corrals. Increased bicycle parking is encouraged in high pedestrian traffic areas such as in the Business Improvement Areas or near bus stops.

4.2. Bicycle parking may be provided using the Bicycle Corral Program in this procedure. This should be implemented to increase the availability of bicycle parking in the right-of-way where there is limited space in the boulevard and there is sufficient space available on-street.

4.3. Post and Ring Program

Post & ring style bike racks and multiple unit bike racks will be the City Standard on public-right-of-ways and on public property throughout the City of Windsor and will be powder coated steel with raised lettering that reads "City of Windsor". Raised lettering may not be available for multiple unit bike racks, however, consideration should be given to customizing these units in some way. The rack selection should follow the principles outlined in the Bicycle Parking Standards and Guidelines.

- 4.3.1.** The bike rack must be durable and low maintenance. Factors such as metal gauge, welding type and finish are key indicators of durability. The bike rack should be rust resistant, vandalism resistant, and resistant to noticeable wear from normal use. The preferred finish is powder coated steel.
- 4.3.2.** The bike rack must be competitively priced while meeting the security, capacity, appearance and maintenance requirements expressed in the bike parking policy. The cost should be compared on a per bike capacity.
- 4.3.3.** A BIA or other privately funded group may choose to exceed the price limit, if they agree to fund the difference between the city standard and any proposed modifications to the bike rack. Proposed modifications can include changes to lettering, and cap only. As indicated above, a galvanized finish may be considered. The BIA or other privately funded group will be expected to fully fund the additional expenses specific to the BIA such as BIA name, logo and powder coating finish. Any proposed modifications are subject to the approval of the Manager of Urban Design & Community Development and the Executive Director of Operations.
- 4.3.4.** Bicycle parking spaces should be placed following the principles outlined in the Bicycle Parking Standards and Guidelines.
- 4.3.5.** A minimum 6ft pedestrian clearance will need to be maintained.

4.4. Post and Ring Program Warrant Process

In BIAs, the need for Bike Parking is determined by the BIAs themselves. As long as their requests are compliant with City Standards, their requests should be accommodated.

Outside of BIA's the Guidelines to install Bike Parking is as follows.

- 4.4.1.** Parties will be required to apply for encroachment agreements.
- 4.4.2.** Parties will be responsible for purchase, installation and maintenance of the bike rack.
- 4.4.3.** Not to be installed were bike parking on private property could be provided.
- 4.4.4.** Limited to areas were vehicle parking is typically provided by on-street parking.
- 4.4.5.** The program is not meant to provide parking for private residences, residential areas are excluded.
- 4.4.6.** If existing City provided bike parking in the immediate area is unable to accommodate Bike Parking demands.

4.5. Bike Corral Program

Bike Corrals are used as a method to provide bicycle parking in greater quantities in the traditional auto on-street parking lane, along the curb. Corrals can be installed seasonally within an existing automobile parking spot or intersection corner if it does not pose any sight line or transit concerns.

The rack selection should follow the principles outlined in the Bicycle Parking Policy.

4.5.1. The bicycle corral should be located as close as possible to the entrances of high demand locations.

4.5.2. Bicycle corrals may be placed on street corners provided they do not create any safety or operational issues, as street corners provide a number of benefits. Placing corrals on corners will provide greater visibility benefits for pedestrians and improve access for cyclists.

4.5.3. Bicycle corrals should be placed on main streets as opposed to side streets in order to increase visibility and convenience for cyclists to reach their destination.

4.5.4. Bicycle corrals should not be located in areas which will obstruct:

- Bus stops
- Access to fire hydrants
- Turning bus movements
- Locations of manholes and sewer valves
- Parking meters

4.5.5. Bicycle racks should be securely bolted to the ground to avoid theft or vandalism. Principles outlined in the Bicycle Parking Standards and Guidelines should be used to select the appropriate rack types and installation methods.

4.5.6. Racks should be placed in a method which provides a sufficient buffer for the bicycle from the vehicular travel lane. A minimum 5 foot maneuvering zone should be provided on either end of the bicycle in order to provide cyclists with space to orient themselves. Racks can be angled to increase the available space at the ends of the bicycles.

4.5.7. A physical barrier may be placed between the corral and vehicle travel lane.

4.6. Bike Corral Program Warrant Process

Bike Corrals should be considered after it has been determined that private side bike parking and the Post & Ring Program is unable to meet the need for Bike Parking in the area. Due to the need to remove on-street parking, and added cost associated with maintenance and removal, Bike Corrals should be limited to BIAs. Only post & ring style bike racks should be considered outside of BIAs.

THE CORPORATION OF THE CITY OF WINDSOR PROCEDURE

Service Area:	Office of the Commissioner of Infrastructure Services	Procedure No.:	
Department:	Public Works Operations	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	On Approval
Subject:	Temporary Bicycle Parking for Events	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. **PURPOSE**

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing temporary bicycle parking for public events.

2. **SCOPE**

2.1. This procedure provides details and outlines requirements for providing temporary bicycle parking at special events within Windsor for event organizers to access.

3. **RESPONSIBILITY**

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy.

4. **PROCEDURE**

4.1. Temporary event bicycle parking may be provided by event organizers for their special events in Windsor. Temporary bicycle racks which are portable and modular are required for event attendees to park their bicycles. A bike parking sign to place in a visible area indicating available bike parking.

4.2. Private event coordinators will be responsible to provide their own staff and/or volunteers to monitor and provide a valet service for event attendees who wish to use the temporary bicycle parking.

4.3. Temporary event bike parking racks shall be placed in a location which does not obstruct any entrances or walkways for pedestrians.

4.4. Temporary event bike parking should be placed in areas of high visibility to promote active transportation, such as near event entrances or admissions tents.

4.5. Bikes shall be kept secure and be monitored by administering staff or volunteers.

**Subject: Additional Information re: S 75/2023 - Bike Parking Policy –
More detailed information related to the nine items of the Bicycle
Parking Policy framework – City Wide**

Reference:

Date to Council: July 31, 2024

Author: Chris Gerardi

Policy Analyst

519 255 6100 ext. 6830

cgerardi@citywindsor.ca

Public Works - Operations

Report Date: July 15, 2024

Clerk's File #: ST2023

To: Mayor and Members of City Council

Additional Information:

Recommendation:

- I. **THAT** report AI 16 /2024 “S 75/2023 - Bike Parking Policy – More detailed information related to the nine items of the Bicycle Parking Policy framework” **BE RECEIVED** for information; and,
- II. **THAT** report S 75/2023, “Bike Parking Policy”, **BE RECEIVED** for information; and,
- III. **THAT** the existing Policy for Bicycle Parking on Public Property **BE RESCINDED** and **BE REPLACED** with the Bike Parking Policy and associated attachments as appended in report S 75/2023; and,
- IV. **THAT** Administration **REPORT BACK** to the Environment, Transportation and Public Safety Standing Committee on the costs to retro-fit existing facilities, to meet the new Bike Parking Policy requirements, including identifying priorities and funding requirements which would be required for installation and maintenance; and;
- V. **THAT** the planning department **BE CONSULTED** to provide information concurrently related to development applications.

Background:

On May 29, 2024, the Environmental, Transportation and Public Safety Standing Committee moved the following:

THAT the report of the Policy Analyst dated November 9, 2023 entitled “Bike Parking Policy – City Wide”, **BE REFERRED** back to administration to provide more detailed information related to the nine items of the Bicycle Parking Policy framework; and,

THAT the planning department **BE CONSULTED** to provide information concurrently related to development applications.

This report serves to address the supplemental information requested.

Discussion:

From April 20 2021 meeting of the Windsor Bicycling committee.

A memo laying out the plans for a new bike parking policy, explaining that the implementation would be 2 parts.

“The City’s bicycle parking strategy will be made up of two parts:

- *Amendments to Municipal Zoning By-laws will provide requirements for bicycle parking and ancillary facilities.*
- *The Bicycle Parking Policy will address all other aspects of the City’s bicycle parking strategy.”*

Amendments to Municipal Zoning By-laws will be presented to the Development and Heritage Standing committee by the Planning Department at a future date.

A framework for the Bicycle Parking Policy was presented and endorsed by the Windsor Bicycling Committee with nine directions. Below are each of the nine directions listed with an explanation as to how the City will address each direction.

1. *That the broad objectives articulated in the Bike Parking Policy Framework **BE ENDORSED**; and,*

This is directive will be achieved by the adoption of the overall report.

2. *That within that the Framework, that Administration **BE REQUESTED** to develop specific proposals for Council to consider capital incentives to promote investments in end of trip bike parking facilities to promote stronger commuter cycling adoption; and,*

This directive will be addressed using existing Community Improvement Plan (CIP) Program. Currently Bicycle Parking does qualify under this program. However, future steps will be taken to better articulate grant opportunities for potential applicants. Including in this will be a plan to bring existing developments into compliance.

3. *That Crime Prevention through Environmental Design (CPTED) principles **CONTINUE** to be a point of emphasis as the Bike Parking policy be developed; and,*

The Bicycle Parking policy was written to comply with CPTED principles. The mechanism to apply CPTED principles to privately provided bicycle parking will be site plan control. Site plan control is one process which administration uses to apply the provisions in various zoning by-law and will distribute a copy of the Bicycle Parking standards and guidelines.

4. *That the City of Windsor **BE REQUESTED** to create minimum bike parking capacity requirements for City Parks and to follow CPTED principles when determining where to locate bike parking facilities with the view to encourage park users to bike to parks; and,*

Appendix C Procedure - Bicycle Parking at City Facilities and Buildings lays out the bicycle parking requirements for City Parks. It is further supported by *the City of Windsor Parks and Outdoor Recreation Master Plan*.

5. *That the City of Windsor **BE REQUESTED** to continue to embed consideration for bike parking facilities where appropriate in terms of land use and site design; and,*

Zoning By-laws contain various bicycle parking space provisions. These provisions are applied at site plan control or building permit and that application will continue.

6. *That consideration **BE AFFORDED** to provide bike parking facilities for a variety of bicycles; and,*

Appendix B - Bicycle Parking Standards and Guidelines sets out standards for a variety of different bicycle parking options complete with required minimum spacing. Adapted from City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities and City of Mississauga Bicycle Parking Zoning By-Law Directions, it outlines the requirements for spacing when selecting the location and design of bicycle parking to accommodate a variety of different Bicycle needs.

7. *That the City of Windsor **BE REQUESTED** to increase the required number of bike parking spaces (minimum) for all future developments; and,*

As part of a future housekeeping amendment to the zoning by-laws, the Planning Department will conduct a review of bicycle parking space provisions per the WBC recommendations. They will review the requirements of comparator municipalities and make a recommendation regarding revision to the bicycle parking space provisions.

The Planning Department will examine ways to separate the mechanism for bike parking from vehicle parking requirements. Currently, required bicycle parking is tied to motor vehicle parking spaces. Therefore, when the City authorizes a reduction in motor vehicle parking, it also decreases required bicycle parking. Separating these provisions will determine the minimum required number of bicycle parking spaces for future developments or expansions independent of the vehicular parking required.

As a practice, the Planning Department uses an increase in bicycle parking (among other things like access to transit) to support Committee of Adjustment requests for reductions in the vehicular parking requirements. This trade off for more bicycle parking for less vehicular parking is reviewed and evaluated as part of the Site Plan Control (SPC) approval process in consultation with Transportation Planning. This practice will continue when developments go through the SPC process.

8. *That the implementation of a Bike Parking policy for the Sandwich South Lands that align with the goal of the Active Transportation Master Plan **BE SUPPORTED**; and,*

Zoning By-law 85-18 is the zoning by-law for the Sandwich South Lands. Zoning By-law 8600 is the zoning by-law for the rest of the City of Windsor. The City inherited 85-18 when the Sandwich South lands were transferred to the City of Windsor. It is the view of the City of Windsor that these by-laws are appropriate for rural lands. However, as that area develops, standard practice is to remove subject parcels from 85-18 and bring them into 8600. The end goal is expanding 8600 to the whole City and repeal BL 85-18. By-law 85-18 does not require bike parking, however as these lands are absorbed into ZBL 8600, developments in the Sandwich South Lands will be required to meet minimum bike parking requirements in support of the Active Transportation Master Plan.

9. *That the Bike Parking Policy **BE REVISITED** every four years commensurate with the term of City Council.*

It is administrations recommendation that the Bicycle Parking Policy be reviewed every five years consistent with the *City of Windsor's Policy on Policies Framework*.

Consultations:

Adam Szymczak, Senior Planner - Development

Greg Atkinson, Manager of Development Planning / Deputy City Planner

Neil Robertson, Manager of Urban Design / Deputy City Planner.

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Operations
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services
Dan Seguin	On behalf of Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Appendices:



Committee Matters: SCM 327/2023

Subject: CQ 13-2023 - Front Yard Parking Best Practice 2.2.2

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

THAT the report of the Technologist II, dated November 9, 2023, entitled "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" BE RECEIVED for information; and,

THAT the City of Windsor Bylaw 9023 which regulates vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots, and private property BE AMENDED to allow for residents to apply for a minor variance to permit front yard parking in a residential district.

The motion is **put** and **lost**.

Aye votes: Councillors Renaldo Agostino and Mark McKenzie.

Nay votes: Councillors Kieran McKenzie, Fabio Costante, and Gary Kaschak.

Absent: None.

Abstain: None.

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Gary Kashack

Decision Number: **ETPS 972**

THAT the report of the Technologist II, dated November 9, 2023, entitled "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" **BE RECEIVED** for information.

Carried.

Councillors Mark McKenzie and Renaldo Agostino voting nay.

Report Number: S 150/2023

Clerk's File: ST2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.2 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231129/-1/9448>

**Subject: Response to CQ 13-2023 - Front Yard Parking Best Practice
2.2.2**

Reference:

Date to Council: November 29, 2023

Author: Amy Kurek

Technologist II

(519) 255-6257 Ext. 6216

akurek@citywindsor.ca

Right-of-Way – Engineering

Report Date: November 9, 2023

Clerk's File #: ST2023

To: Mayor and Members of City Council

Recommendation:

THAT the response to CQ 13-2023 **BE RECEIVED** for information.

Background:

On May 29, 2023, Councillor Mark McKenzie asked the following Council Question:

CQ 13-2023, **“Asks Administration re-examine the Driveway Requirement Policy regarding BP2.2.2 which deals with not allowing front parking, as well as the Official Plan to allow front driveways with report back to Council.”**

This report is in response to CQ 13-2023.

Discussion:

By-law 9023

City of Windsor Bylaw 9023 regulates vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots and private property. Front yard parking is governed through Part V – Private Property, item 42 (3);

Notwithstanding Section 42(1) no person shall park, stand or stop a motor vehicle on a front yard in a residential district except on a driveway or as authorized by statute, regulation, by law or otherwise by the Corporation.
(ADDED B/L 182-2016 DEC 12/16)

Further policy support for restrictions on front yard parking is included later in this report.

Comparison to other Municipalities:

Administration investigated policies in place in municipalities of similar size to Windsor and the responses received to date are provided below:

City of London: Currently does not permit front yard parking. If a property owner would like to seek permission for front yard parking, they are required to apply for a minor variance.

City of Hamilton: Currently does not have any restrictions in place for front yard parking.

City of Oshawa: Currently does not permit front yard parking.

City of Richmond Hill: Currently does not permit front yard parking.

City of Kitchener: Does not have a specific restriction for front yard parking however ensures that the addition of a driveway does not result in the loss of on street parking.

Impacts of Front Yard Parking on the Neighbourhood:

1. On street parking:

The majority of properties where front yard parking would be permitted are in areas where lot sizes would only allow for the addition of one (1) parking space to the front yard to avoid exceeding the maximum hard surface coverage of 50% of the required front yard. With the addition of the one (1) space to the front yard, up to three (3) spaces may be eliminated from the road depending on where the driveway can be located and the distance between the new driveway and the driveways of adjacent properties. This results in a sole benefit to the property owner and a loss to the neighbourhood.

2. Urban Tree Canopy:

A substantial amount of the 70,000 city trees exist in locations where individuals might request driveways. As such, limiting the number of driveways, especially in those areas where trees are mature, will provide a benefit for the Urban Canopy Cover.

The Urban Tree Canopy Assessment Report 2020 indicates that the City needs to continue to plant, at a minimum, 2200 trees per year. This planting requires substantial planting spaces, part of which is attained by planting on City rights-of-way. One of the objectives of the City is to improve our Canopy Cover which is currently at 19%. This requires optimising the use of available potential planting areas (PPAs). Any act that will further fragment and/or reduce our PPAs should be avoided.

3. City's Capital and Maintenance projects:

The cost to replace a driveway approach can be as much as seven (7) times the cost of reinstating seed or sod. This could have a measurable financial impact on budgeting for City Capital and maintenance projects such as road and sewer rehabilitation and local improvement projects in areas where front yard parking is not currently permitted.

4. Public safety:

Multiple driveways in close proximity result in added safety concerns for pedestrians and bicycles, especially where vehicles are parked between the front face of the building and the road/sidewalk; more conflict points related to backing out of driveways results in a higher risk.

A vehicle parked between the road and the front face of a home, especially where the homes are close to the road such as in the downtown core, may cause sight line issues for pedestrians or other motorized vehicles using the right-of-way. As a result, accidents, near misses and security concerns may increase; making the use of streets for active transportation less appealing.

Maintaining the current practice of not allowing front yard parking when there is suitable paved alley access available for the property owner supports two key crime prevention through environmental design (CPTED) principles:

- Sustained, random, positive activity generation within the less observable and less travelled (compared to a roadway access) alley space by lawful users
- Enhanced natural surveillance of the alley because there are more property users regularly using the alley space, thus adding more regular periods of “eyes-on-the-alley”

Vehicles parked in a home’s front yard when a designated driveway is in place, versus the rear yard space off a paved alley, are more openly visible at all times, due to the frequency of the travelled (and thus observed) roadway environment. As a result, criminal activity such as vandalism and vehicle theft, as well as theft from vehicle is reduced. This benefit would not apply to allowing vehicles to park on grass/landscaped areas of a property’s front yard however, as that could result in cluttering the area, blocking sight lines, etc.

On-street parking provides a natural traffic calming impact. By reducing the number of cars parked on the road, there is a possibility that speeds will increase, as the perceived width of the road increases in the gaps.

5. Neighbourhood Characteristics

The introduction of front yard parking is counterintuitive to the neighbourhood design, which favours front porches, open sight lines, traditional front door approaches and access through the alleys. Additionally, the benefit of front yard parking is limited to individual property owners and not to the community and City as a whole.

Impact on Additional Dwelling Units (ADUs)

Section 5.99.80 of Zoning By-law 8600 permits Additional Dwelling Units (ADUs) throughout the City where a *single unit dwelling*, *semi-detached dwelling*, or *townhome dwelling* is permitted. The City is seeing an increase in construction of ADU's with a resulting increase in requests for front yard parking.

Currently, there are various areas within the City (Appendix C – Secondary Residential Units: Exempt Areas) that are exempt from requiring a parking space when adding an ADU. Some of these areas also have paved alleys available for access to parking at the rear.

If the restriction of front yard parking is removed from properties having paved alleys access, they would now qualify for parking off the front and rear yard, which would substantially increase hard surface and decrease greenspace. It should be noted, that the 50% minimum greenspace requirement for residentially zoned properties only applies to front yards. There is currently no obligation for greenspace within rear yards.

Encouraging parking in the rear yard from the alley (where available) for ADUs limits the impact to the boulevard/landscape area and helps reduce the conflict between vehicular and pedestrian movement.

Stormwater Financing Project

Council received the most recent update on the Stormwater Financing Project on June 12, 2023, which estimates that the new stormwater finance program would be underway by January 1, 2025. This program confirms the amount of hard surface located within individual private properties and charges a fee based on that percentage. There will be no fees associated with privately owned objects within the city right-of-way, such as the driveways, landscaping, or lead walkways.

A vast majority of front yard parking spaces are located within the municipal rights-of-way, as these properties do not have sufficient side yard widths or a garage to park within, which minimizes the amount of driveway (hard surface) on private property. For this reason, many of these driveways would not be accounted for in the program and the respective properties would not be responsible for paying for that impermeable surface causing added stormwater runoff to the municipal sewer. Conversely, properties with side yard parking, would be assessed at a higher stormwater financing fee, as their driveways must extend eighteen feet (18'-0") past the home's front wall as per the current standards and would increase their impermeable percentage on private property.

The City of Windsor Official Plan

The following sections of the Official Plan speak to front yard parking restrictions:

Chapter 8, Volume 1 - Urban Design, Section 8.11.2.22: Council will limit the construction of parking spaces in the required front yards of dwellings, in order to protect the aesthetic character of older residential neighbourhoods, ensure the

availability of on-street public parking, ensure unhampered pedestrian movement within the public right-of-way and prevent harm to boulevard trees.

Chapter 7, Volume 1 - Infrastructure: identifies protecting roadways from driveway proliferation as an objective of a safe, sustainable, effective and efficient transportation system;

Section 7.2; A safe, sustainable, effective and efficient transportation system is one which meets the needs of all users in a manner consistent with a healthy environment and vibrant economy. In order to achieve this balance, Council will manage Windsor's transportation system to enhance physical mobility and ensure that the economic, social and environmental needs of the community are met.

Section 7.2.1.12; To restrict driveway access based on road classification and minimize the number of driveway access points.

Chapter 2, Volume II: also identifies not permitting parking in the Prado Place and Sandwich Heritage Conservation Districts and within the vicinity of Traditional Commercial Streets;

Sections 1.22.17 & 1.26.18; No front yard parking as defined in the City's zoning by-law shall be permitted.

Section 1.39: Prohibits parking areas abutting the street including encroaching within the public right-of-way.

On-Street Accessible Parking Spaces-Residential Policy

Section 4.3.2 Eligibility Requirements – Applicants for on-street accessible parking permits must meet the following criteria:

4.3.2.1 No off-street parking is provided for the property including:

4.3.2.1.1 A front yard, side yard, or rear yard parking area, including parking accessible by a paved alley.

Zoning Bylaw 8600

Zoning Bylaw 8600 also restricts front yard parking in the following designations:

- Heritage Conservation Districts (Sandwich Town and Prado Place) and Areas (Walkerville)
- Sandwich Town, Target Area 3
- Within the Vicinity of Traditional Commercial Streets

The intent of the traditional commercial street-off-street parking provisions was also to discourage demolition of buildings for front yard parking areas and to preserve a building edge along the streets.

Urban Design Guidelines associated with Community Improvements Plans (CIPs) such as Sandwich, Ford City, Main Streets, and the recently adopted City of Windsor Intensification Guidelines for Mixed-Use, Corridors, Centres, nodes, and Mature Neighbourhoods encourage parking at the rear or side yard of dwellings. Front yard parking is restricted or discouraged given the impact to the neighbourhood.

Engineering Best Practices 2.2.1 & 2.2.2

Further to the above mentioned Bylaws, sections of the City's Official Plan, and Design Guidelines, Administration adopted and follows the Engineering Best Practices to ensure consistency in applying policies for work in the City right-of-way. Additionally, Best Practices BP2.2.1 (Appendix A) & BP2.2.2 (Appendix B) provide standards, such as size and material specifications for front yard parking; which govern the issuance of permits. Per section 4.6 of BP2.2.2, front yard parking is permitted where no other parking is or may be made available on site (for example from a paved alley).

Risk Analysis:

Waiving of the requirements of Engineering Best Practice BP2.2.2 to allow the construction of front yard parking access where other parking options exist will require the By-Laws and City Official Plan sections noted in the Discussion Section to be amended accordingly.

Additionally, allowing front yard driveways in these limited areas would also negatively impact:

- neighbourhood character/appearance, by interrupting the continuity established by the boulevard;
- the safety of residents/pedestrians by creating increased conflict with vehicles and restricting pedestrian movement along municipal sidewalks;
- the City's Tree Canopy initiative by reducing greenspace, the opportunity to plant trees and by encouraging the removal of existing trees;
- the availability of on-street parking spaces;
- the costs related to the City's capital and maintenance projects;
- increased risk of claims;
- the City's Climate Change Adaptation Plan; and,
- the Windsor Environment Master Plan.

Climate Change Risks:

Climate Change Mitigation Risks:

N/A

Climate Change Adaptation Risks:

The addition of front yard parking would increase the amount of impermeable surfaces, in some cases pushing the impermeable area to close to 50%, as mentioned above. This would increase storm water run off volumes that could increase the risk of flooding depending on the number of front yard parking spaces permitted in a neighbourhood.

In addition, a reduction in front yard green space will directly affect the viability of tree plantings. Urban trees provide many climate change adaptation benefits including storm water retention, reduction of the urban heat island and biodiversity enhancements.

Financial Matters:

N/A

Consultations:

Planning – Neil Robertson

Operations (Right of Way & Field Services) – Andrew Lewis, Marc Ladouceur

Operations (Transportation Planning) – Shawna Boakes

Heritage Planner – Kristina Tang

Forestry – Yemi Adeyeye

Operations (Maintenance) – Roberta Harrison

Manager of Right-of-Way – Adam Pillon

Windsor Police Service – Barry Horrobin

Manager Design Engineering – Fahd Mikhael

Planner III Special Projects – Kevin Alexander

Supervisor of Sustainability and Climate Change – Karina Richters

Manager Purchasing – Alex Vucinic

Conclusion:

The above report provided information regarding the CQ 13-2023 for information.

It is Administration's belief that the existing restriction of Front Yard Parking in areas with paved alleys available for access and areas with preservation initiatives should be maintained.

Planning Act Matters:

N/A

Approvals:

Name	Title
Adam Pillon	Manager of Right-of-Way
Fahd Mikhael	Acting Executive Director of Engineering / Deputy City Engineer
Shawna Boakes	Executive Director of Operations/Deputy City Engineer
Mark Nazarewich	For City Solicitor
Joe Mancina	Chief Administrative Officer

Notifications: N/A

Name	Address	Email
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Appendices:

- 1 Appendix A - Engineering Best Practice BP2.2.1
- 2 Appendix B - Engineering Best Practice BP2.2.2
- 3 Appendix C - Secondary Residential Units: Exempt Areas

1. SUBJECT DRIVEWAY REQUIREMENT POLICIES – RESIDENTIAL**2. DEFINITIONS**

Driveway – Paved area that provides access from a roadway to private property.

Frontage – Exterior lot line abutting a public right-of-way, not including an alley.

Single Car Garage– A garage having a front exterior door width of less than 5m (16ft). For this best practice, a one and a half garage is considered a single car garage.

Two Car Garage – A garage having a front exterior door width of 5m (16ft) or greater.

Shared Driveway – A single driveway constructed on or near a common property line between two or more properties which provides access to all such properties.

3. DRAWINGS

AS-542-A – Maximum Curb Cut for Residential Driveways with No Garage, Single & Double or More Car Garages

AS-542-B – Maximum Curb Cut for Residential Driveways on Corner Lots

AS-542-D – Maximum Curb Cut for Residential Driveways - Exceptions

4. BEST PRACTICE

One driveway approach will be permitted per lot frontage. A property may be accessed from an open, paved municipal alley.

The following residential driveway permit options are available:

4.1. Proposed Residential Driveway with an Existing or Proposed Single Car Garage or Carport

- 4.1.1 A driveway to a residence with a single car garage or carport shall not exceed a maximum curb cut or edge of pavement width of 4.5m (15ft) but no greater than 50% of the frontage width (AS-542-A).
- 4.1.2 A driveway to a residence on a cul-de-sac shall not protrude beyond the projected side yard property lines to said cul-de-sac.

4.2. Proposed Residential Driveway with an Attached Garage or Carport (two car or greater)

- 4.2.1 A driveway to a residence with a two car garage shall not exceed a maximum curb cut or edge of pavement width of 7.0m (23ft) but no greater than 50% of the frontage width (AS-542-A).
- 4.2.2 A driveway to a residence with a 3 or more car garage shall not exceed a maximum curb cut or edge of pavement width of 9.0m (30ft) but no greater than 50% of the frontage
- 4.2.3 A driveway to a residence on a cul-de-sac shall not protrude beyond the projected side yard property lines to a said cul-de-sac.

4.3. Proposed Residential Driveway on Corner Lot, see drawing AS-542-B

- 4.3.1 New driveways for homes on corner lots shall be constructed on the side of the house furthest from or opposite the intersection (AS-542-B). The new driveway shall be a minimum 11m (36ft) from the face of curb or edge of pavement of the intersecting street and be located on the lowest classified road.
- 4.3.2 A second driveway approach from a side street may be permitted only at the rear of the house and where a 5.5m (18ft) minimum clearance from property line on to private property is available, subject

to the approval of the City Engineer (AS-542). Driveway curb cut widths shall be determined as follows:

4.3.2.1 No Garage – maximum 4.5m (15ft)

4.3.2.2 One Car Garage – maximum 4.5m (15ft)

4.3.2.3 Two or Greater Car Garage – maximum 7m (23ft)

4.4. Proposed Residential Driveway with an Existing or Proposed Shared Driveway

4.4.1 Proposed New Shared Driveway – Construction of a new shared driveway for adjoining residential properties will not be permitted subject to reciprocal access agreement in form satisfactory to City Engineer/City Solicitor.

4.4.2 Reconstruction of an Existing Shared Driveway – An existing shared driveway serving two or more properties may be reconstructed as per its current dimensions provided a permit is issued for each property individually. The permit shall correspond to each property owner's portion of the common approach. If the driveway is reconstructed in concrete, a saw-cut is required along the extension of the property line, from back of curb or edge of pavement to property line.

4.4.3 Proposed New Driveway Location for Properties with an Existing Shared Driveway – A property with an existing shared driveway is permitted to construct a new driveway approach, in an alternative location, provided the following is satisfied:

- a) Sufficient proof is provided indicating adjoining properties do not have access rights over the portion of the existing shared driveway fronting the subject property.
- b) The new driveway shall comply with the current requirements of this Best Practice [BP2.2.1].
- c) Their portion of the existing shared driveway must be removed as only one driveway approach is permitted per property frontage.

4.5. Existing Driveways to be Re-Constructed

4.5.1 An existing driveway to be re-constructed requires a permit and shall comply with the current driveway requirement policy BP 2.2.1. An existing curb cut width may be maintained where the existing curb cut is deemed to be proper, at the discretion of the City Engineer. A proper curb cut may include, but is not limited to, one of the following situations:

- there is a permit for the existing driveway;
- the driveway approach or curb cut was constructed by the City of Windsor; or
- the curb cut is existing and there is no evidence, based on the review of the City's 2010 aerial map records that the curb cut has been altered in any way without the permission of the City.

4.6. Leadwalks Adjacent to Driveways

4.6.1 A maximum 1.2m (4ft) wide concrete leadwalk may be permitted in addition to, and may be constructed adjacent to a driveway, provided a curb cut is not provided for the leadwalk and the total width of the driveway and leadwalk does not exceed 50% of the frontage width.

4.6.2 Addition of concrete leadwalk adjacent to existing driveway to be permitted provided the following is satisfied:

- Leadwalk to be installed integral from the curb/edge of pavement or from back of sidewalk to the front face of the house, porch, or gate to rear yard.
- Existing driveway approach to be cut and full-depth isolation joint to be completed as per S-6 section 6.04.07.
- If an existing flare is present the flare must be removed to allow for the leadwalk.
- Leadwalk is not to be constructed for the intent of parking
- Width of leadwalk to be consistent from back of curb/sidewalk to a porch or side yard.

4.7. Exceptions, see drawing AS-542-D

- 4.7.1 Subject to the approval of the City Engineer, where unique circumstances require, a variance in these standards may be provided.
- 4.7.2 Where a driveway leads to a front yard parking space Best Practice BP2.2.2 shall apply.
- 4.7.3 Where a two car garage consists of two independent doors a driveway curb cut may be permitted equal to the width of the garage doors (including the door separation) plus 0.3m (1ft) on either side but no greater than 50% of the frontage width. (AS-542-D)
- 4.7.4 Where an alley is not maintained and the applicant does not wish to pave the alley at their own expense, access to the property for the use of parking will not be permitted from the alley.
- 4.7.5 On arterial roads, at the discretion of the City Engineer, flares may be added to an approach to a maximum of 1m per side as per AS-221 and AS-222. Driveway width cannot be widened in the future to match the curb cut size.

5. RELATED BEST PRACTICES

Front Yard Parking – BP2.2.2.

6. RELATED CITY SPECIFICATIONS

S-4 – Selected Granular Base Courses

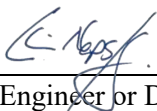
S-6 – Concrete Sidewalk and Driveway Approaches

S-9 – Concrete

S-10 – Hot Mix, Hot Laid Asphaltic Concrete

S-14 – Sodding and Topsoil

S-15 – Seeding Roadway Areas by Hydraulic Seeding and Mulch Cover Method

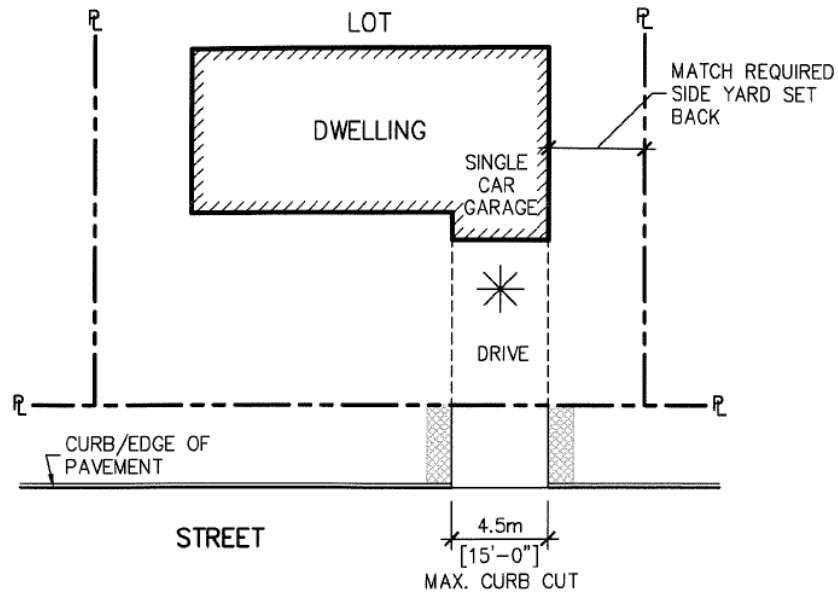


City Engineer or Designate

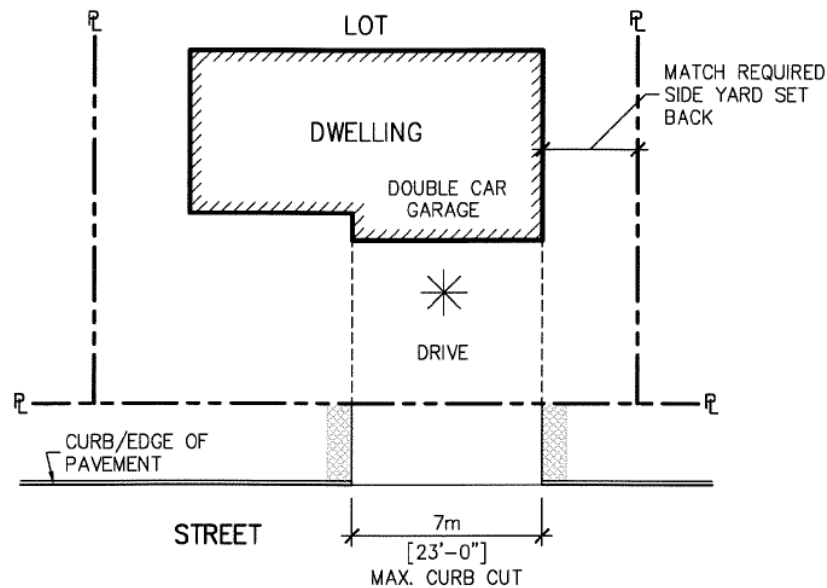
September 9/2022

Date

Attachments – AS-542-A; AS-542-B; AS-542-D



PROPOSED RESIDENTIAL DRIVEWAY WITH SINGLE CAR GARAGE OR CARPORT



PROPOSED RESIDENTIAL DRIVEWAY WITH GARAGE (TWO CARS OR GREATER)

NOTES:

1. NO RADIUS OR RAISED CURBS ON CITY RIGHT OF WAY. STRAIGHT FLARES ONLY.
2. NOTWITHSTANDING THIS DRAWING CURB CUT WIDTH SHALL NOT EXCEED 50% OF FRONTAGE WIDTH.

* DRIVEWAY PORTION ON PRIVATE PROPERTY IS TO COMPLY WITH AND BE APPROVED BY THE BUILDING DEPARTMENT AT THE CITY OF WINDSOR.

■ DRIVEWAY MUST HAVE A MINIMUM SEPARATION OF 0.9m (3') OF ANY VERTICAL OBSTRUCTION. ie. HYDRO POLE, FIRE HYDRANT, CABLE BOX, TREE, ETC.

CITY OF WINDSOR

ENGINEERING DEPARTMENT

Maximum Curb Cut For Residential Driveways with a Garage

DR'N BY: AJC, JL

DATE: JANUARY, 2011

REVISION: NOV, 2013

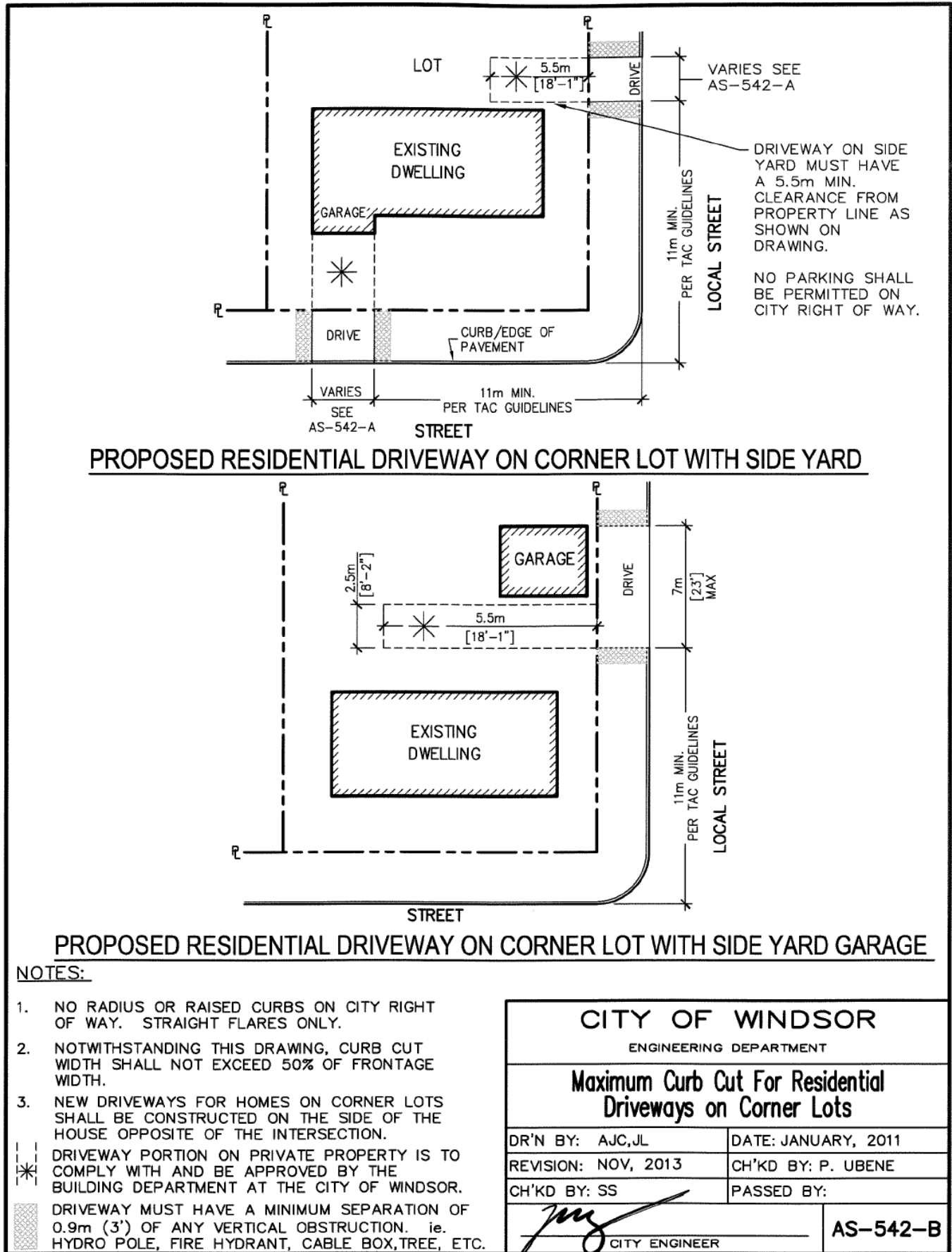
CH'KD BY: P. UBENE

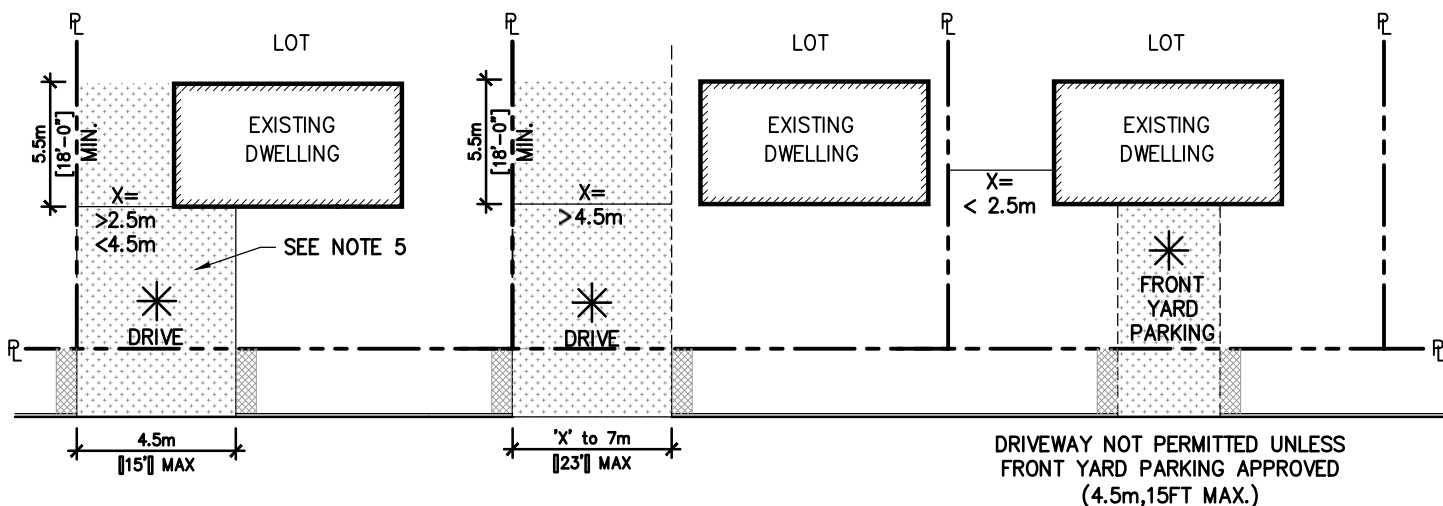
CH'KD BY: SS

PASSED BY:

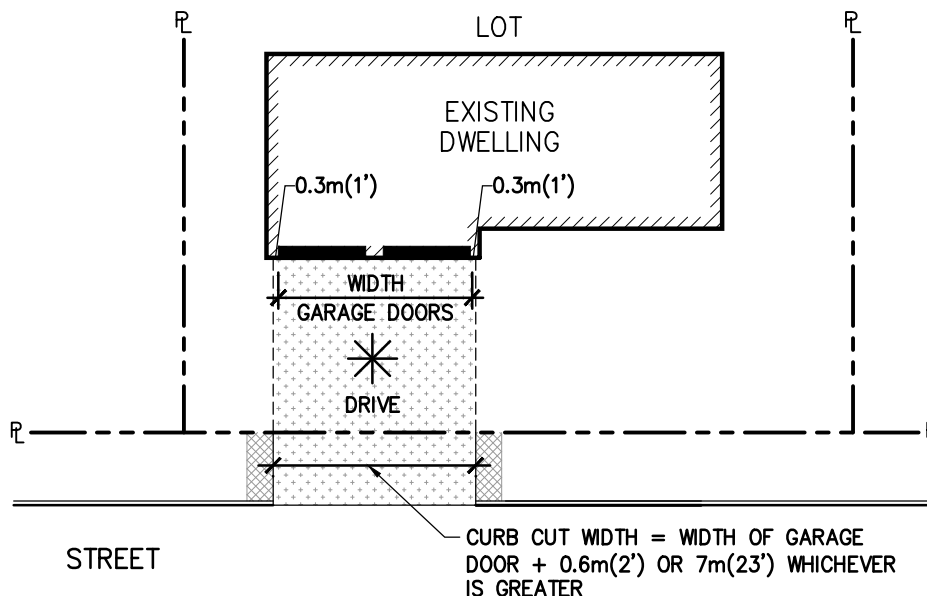
[Signature]
CITY ENGINEER

AS-542-A





DRIVEWAY TO SIDE YARD / GARAGE IN REAR



SEPARATE GARAGE DOORS

NOTES:

1. NO RADIUS OR RAISED CURBS ON CITY RIGHT OF WAY. STRAIGHT FLARES ONLY.
2. NOTWITHSTANDING THIS DRAWING, CURB CUT WIDTH SHALL NOT EXCEED 50% OF FRONTAGE WIDTH.
3. ONE ACCESS IS PERMITTED PER LOT FRONTAGE. A PROPERTY MAY BE ACCESSED FROM AN OPEN, PAVED MUNICIPAL ALLEY.
4. NEW DRIVEWAYS FOR HOMES ON CORNER LOTS SHALL BE CONSTRUCTED ON THE SIDE OF THE HOUSE OPPOSITE OF THE INTERSECTION.
5. ANY PORTION OF DRIVEWAY THAT DOES NOT EXTEND 18FT INTO SIDE YARD IS TO COMPLY WITH FRONT YARD PARKING REQUIREMENTS.

DRIVEWAY PORTION ON PRIVATE PROPERTY IS TO COMPLY WITH AND BE APPROVED BY THE BUILDING DEPARTMENT AT THE CITY OF WINDSOR.

DRIVEWAY MUST HAVE A MINIMUM SEPARATION OF 0.9m (3') OF ANY VERTICAL OBSTRUCTION. ie. HYDRO POLE, FIRE HYDRANT, CABLE BOX, TREE, ETC.

CITY OF WINDSOR

ENGINEERING DEPARTMENT

EXCEPTIONS

DR'N BY: AJC,JL,BC,AC,SS DATE: JANUARY, 2011

REVISION: AUG, 2022 CH'KD BY: P. UBENE

CH'KD BY: AK PASSED BY:

CITY ENGINEER

AS-542-D

1. SUBJECT FRONT YARD PARKING**2. DEFINITIONS**

Front yard parking – Paved area that provides a single parking space located in the front yard of an existing dwelling.

3. DRAWINGS

AS-542-C – Front Yard Parking

AS-542-A – Maximum Curb Cut for Residential Driveways with No Garage, Single & Double or More Car Garages

AS-542-B – Maximum Curb Cut for Residential Driveways on Corner Lots

AS-221 – Residential Drive – Asphalt

AS-222 – Residential Drive – Concrete

4. BEST PRACTICE

The following residential driveway options are available:

1. A driveway for a front yard parking space shall not exceed a maximum curb cut or edge of pavement width of 4.5m (15') (in accordance with AS-542-C).
2. A front yard parking space and driveway is required to be hard surfaced within twelve (12) months from the issuance of a driveway permit.
3. A minimum distance of 5.5m (18') in length and 2.5m (8') in width is required to create one parking space. Where insufficient area is available for the parking space to be entirely on private property, this space may extend into the right-of-way, however, shall commence at the front face of dwelling without any obstruction of the sidewalk.
4. Approval by the Building Department and compliance with the zoning by-law are required for front yard parking to be permitted.
5. Front yard parking is permitted where existing side yard widths are less than 2.5m (8').
6. Front yard parking is permitted where no other parking is or may be made available on site. (for example from a paved alley)

5. RELATED BEST PRACTICES

Driveway Requirement Policies – BP2.2.1

Alley Access – BP2.3.2

6. RELATED CITY SPECIFICATIONS

S-4 - Selected Granular Base Courses

S-6 – Concrete Sidewalk and Driveway Approaches

S-9 – Concrete

S-10 – Hot Mix, Hot Laid Asphaltic Concrete

S-14 – Sodding and Topsoil

S-15 – Seeding Roadway Areas by Hydraulic Seeding and Mulch Cover Method

Mario Sonego
City Engineer or Designate

January 2, 2014
Date

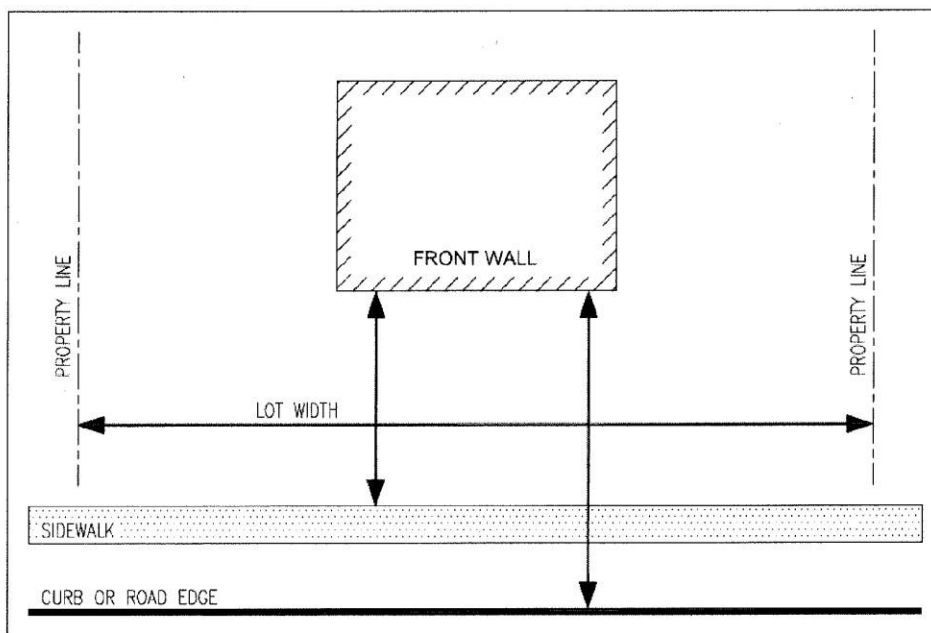
Attachments – By-law 92-2003 information, AS-542-C



THE CORPORATION OF THE CITY OF WINDSOR ENGINEERING – DEVELOPMENT & GEOMATICS DRIVEWAY APPROACHES – FRONT YARD PAVING

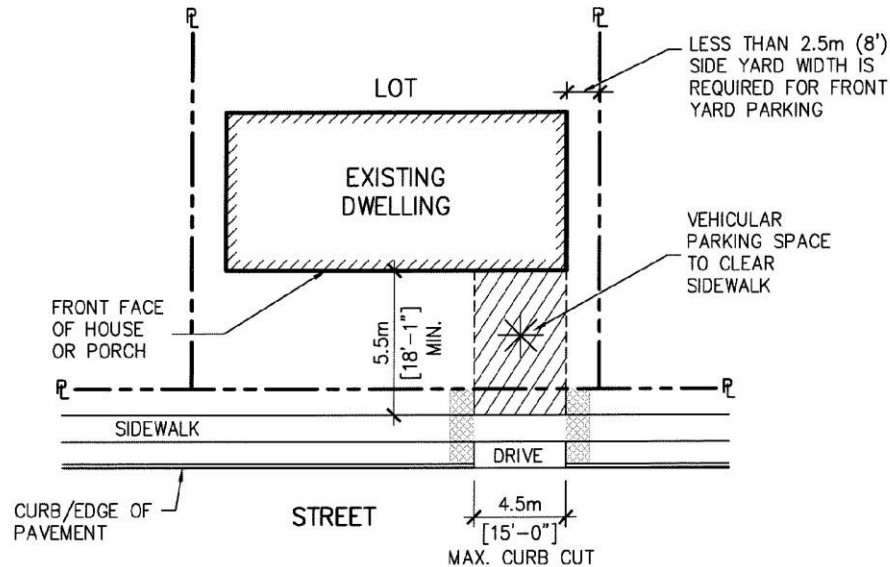
According to By-law 92-2003, the following conditions will apply to front yard paving where the purpose is other than the standard side yard driveway and garage access:

- The pavement must be one (1) metre from any above ground utilities structure (i.e. fire hydrants, pedestals, light poles, etc)
- Must pave your driveway AND approach within 12 months – extensions to be considered separately
- Interlocking brick must have a 12" (30.5 cm) base of stone
- Full depth black expansion joints apply at the curb/sidewalk
- Corner lot properties cannot be paved at radius of curb on road
- If pavement is within one (1) metre of the base of a tree, you must contact Parks and Forestry at 253-2300 for approval
- Any deviation from the permit requirements must be made with an approved dimensioned site plan and brought to the Building Department (4th Floor). See diagram below for example of site plan information
- Inspection required – 255-6257
 - Must call for base inspection **BEFORE** pouring or paving
 - Please allow one (1) day notice for inspection
 - Call for final inspection when complete – forms removed, saw-cuts complete, backfill levelled.
- All concrete within the right-of-way must have a broomed or non-slip finish
- When cleanout is located in driveway, City recommends a cast iron cleanout cap be used
- Subject to re-inspection fee
- 45 days after final inspection is approved, indemnity deposit refunded by mail



Updated November 25, 2013

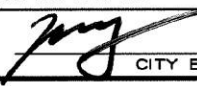
City of Windsor • 350 City Hall Square West • Windsor, ON • N9A 6S1 • www.city.windsor.on.ca



PROPOSED FRONT YARD PARKING FOR RESIDENTIAL DRIVEWAY

NOTES:

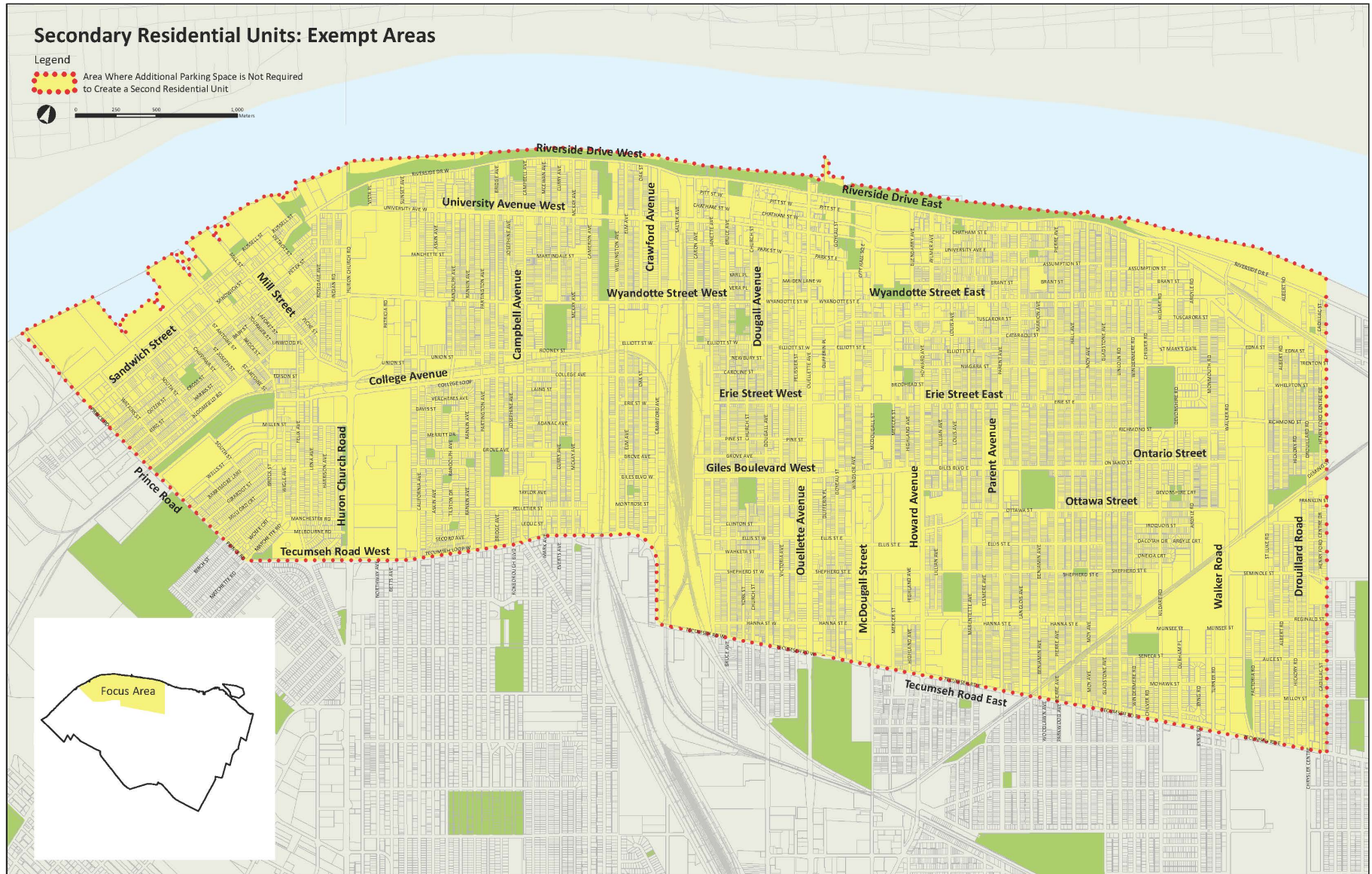
1. NO RADIUS OR RAISED CURBS ON CITY RIGHT OF WAY. STRAIGHT FLARES ONLY.
 2. NOTWITHSTANDING THIS DRAWING CURB CUT WIDTH SHALL NOT EXCEED 50% OF FRONTAGE WIDTH.
- * DRIVEWAY PORTION ON PRIVATE PROPERTY IS TO COMPLY WITH AND BE APPROVED BY THE BUILDING DEPARTMENT AT THE CITY OF WINDSOR.
- DRIVEWAY MUST HAVE A MINIMUM SEPARATION OF 0.9m (3') OF ANY VERTICAL OBSTRUCTION. ie. HYDRO POLE, FIRE HYDRANT, CABLE BOX, TREE, ETC.

CITY OF WINDSOR	
ENGINEERING DEPARTMENT	
Front Yard Parking For Residential Driveways	
DR'N BY: AJC, JL	DATE: JANUARY, 2011
REVISION: DEC, 2013	CH'KD BY: P. UBENE
CH'KD BY: SS	PASSED BY:
 CITY ENGINEER	
AS-542-C	

Secondary Residential Units: Exempt Areas

Legend

- Area Where Additional Parking Space is Not Required to Create a Second Residential Unit



Subject: Additional Information Memo to Report # S 150/2023 – CQ-13-2023 – Front Yard Parking Best Practice 2.2.2. – City Wide

Reference:

Date to Council: July 31, 2024

Author: Adam Pillon

Manager of Right-of-Way

(519) 255-6257 Ext. 6612

apillon@citywindsor.ca

Right-of-Way - Engineering

Report Date: July 12, 2024

Clerk's File #: ST2024

To: Environmental, Transportation & Public Safety Standing Committee

Additional Information:

This memo provides additional information as requested by Councillor Mark McKenzie under CR11/2024, "to provide more options to amend the by-law regarding front yard parking within residential districts near business districts".

Subsequent to the meeting of Council, Administration met with internal departments and peer municipalities to discuss the request and potential options to address residential districts near business districts and below are the resulting recommendations:

Option 1: Residential On-Street Parking Passes

Residential neighbourhoods looking to obtain access to parking over and above their existing rear accessed alley parking space(s), can submit a "Request for Residential On-Street Parking Passes". Through this process, a comprehensive review of the surrounding neighbourhood will be completed to ensure parking issues would not be shifted to an adjacent street as a result. If approved, this would provide exclusive on-street parking to residents living in the area, thus eliminating concerns of visitors utilizing this parking to access neighbouring business districts. The following information is available online in further detail and should be reviewed prior to initiating the process:

1. 95% community support is required.
2. Annual permit renewals and the associated fees are applicable.

3. Quantity limitations - two (2) residential vehicle permits per property and one (1) additional visitor permit

Option 2: Referral to the Ad Hoc Alley Standards Committee

On May 27th, Council approved CR236-2024, which established the need for an internal team to identify all paved alleys and classify them in an effort to help guide the prioritization of future actions, including maintenance and enforcement. Based on the priority level identified for alley maintenance, a set of enhanced enforcement standards are currently being developed by the resulting Ad Hoc Alley Standards Committee.

Administration recommends that where there is a concern with the specific condition and/or maintenance of a paved alley, that the newly created Ad Hoc Alley Standards Committee review and provide recommendations based on criteria such as usage, condition, and other relevant characteristics.

The options identified above align with existing Community Improvement Plans such as Sandwich, Ford City and Downtown, which support the maintenance of alleys as alternative pedestrian and bike routes.

Section 8.7.2 (d) - Policies of the Official Plan “Encourages the creation of attractive residential streetscapes through architectural design that reduces the visual dominance of front drive garages, consideration of rear lanes where appropriate, planting of street trees and incorporation of pedestrian scale amenities. (added by OPA #60–05/07/07-B/L85-2007 – OMB Decision/Order No.2667, 10/05/2007)”. This would all be compromised if front yard parking were to be permitted in these areas.

The recently implemented additional dwelling unit (ADU) policies do not require additional parking for second and third units (1st and 2nd ADUs). Despite this, from a practical perspective, the increased presence of ADUs in residential neighbourhoods with alleys is likely to result in requests for additional parking spaces both off the alley and in the front yard (if permitted) to accommodate the residents in the additional units. In addition to the concerns raised in report S150/2023, this would increase the impervious surface for such properties, resulting in additional stormwater runoff to the adjacent sewers. While the impact of one property on the sewer system may be negligible, the cumulative impact of ADU's and additional parking spaces throughout a large area may affect the capacity of the existing sewer network.

Administration has reached out to several Ontario municipalities to discuss specific front yard parking restrictions for residential properties with paved rear alleys, adjacent to Business Districts. While the feedback was limited, no responding Municipalities have exceptions listed in their Driveway Standards or Best Practices for residential properties near Business Districts.

Municipality	Notes
Aurora	<ul style="list-style-type: none"> Permits front yard parking where parking at the rear is not permitted or available. Does not have residential street parking passes in areas close to business districts. If on street parking is available, residents are to utilize it.
Brant	<ul style="list-style-type: none"> Residential properties are only permitted one entrance per property. If there is alley access to the rear, front yard parking is not permitted.
Whitby	<ul style="list-style-type: none"> If there is a paved alley, front yard driveways are not permitted.

Amending City by-laws or Best Practices to accommodate front yard parking, where paved alleys already provide access to these properties, is in conflict with the intent of the Ad Hoc Alley Standards Committee. Administration does not recommend taking such action, as the concerns raised in report S 150/2023 are not addressed through such amendments.

Consultations:

Andrew Lewis - Field Services Coordinator, Operations

Marc Ladouceur - Enforcement Administrator, Operations

Shawna Boakes - Executive Director, Operations

Roberta Harrison - Maintenance Coordinator, Operations

Kevin Alexander - Planner III Special Projects, Planning

Approvals:

Name	Title
Adam Pillon	Manager of Right-of-Way
Stacey McGuire	Executive Director Engineering/Deputy City Engineer

Name	Title
Mark Winterton	Commissioner, Infrastructure Services/City Engineer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Council Report: S 93/2024

Subject: Response to CQ 10-2024 - Property Owner sign-off on Permit Applications - City Wide

Reference:

Date to Council: July 31, 2024
Author: Sandy Mio
Technologist III
(519) 255-6257 Ext. 6508
smio@citywindsor.ca
Right-of-Way – Engineering
Report Date: July 12, 2024
Clerk's File #: SB2024 & ACOQ2024

To: Mayor and Members of City Council

Recommendation:

That Council **RECEIVE** the response to CQ 10-2024 for information.

Background:

On February 12, 2024 Councillor Mark McKenzie asked the following Council Question:

CQ10-2024

“Asks that Administration report back regarding a policy adjustment for approval, which would change the permit policy to require a property owner to sign off on any permit applications.”

This report is in response to CQ 10-2024.

Discussion:

Currently, the Ontario Building Code and Right-of-Way processes do not require authorization signatures or consent from the property owner. In the current process, the owner or contractor may take out a permit for work except in specific cases such as sewer tap permits where only a pre-approved contractor may apply for permit.

Right of Way (ROW) Permits

The ROW permit application provides individual space to input information for the applicant and owner of the property. Most types of ROW permits can be applied

for and obtained by the Owner or the contractor and include an indemnity deposit that must be paid prior to the issuance of the permit. Ultimately the permit holder is responsible for the works under the permit including submission of any approval requirements such as traffic control plans, the quality and accurate completion of the work and scheduling and passing inspections. There are a few exceptions to this rule which are noted below:

Sewer Tap Permits

To obtain a sewer tap permit (direct connection of a private drain connection into the City's mainline sewer), a pre-approved contractor must apply for and obtain the permit on behalf of the owner (which includes payment of fees). This ensures qualified contractors retain the responsibility for the quality of the work where such work impacts municipal infrastructure. Some sewer permits require urgent review due to sewage backup, and issuance of permits are expedited. The indemnity deposit will not be returned until the work is completed to City of Windsor Standards.

Utility Permit

All telecommunication and utility companies can obtain permits to work within the ROW, but in many cases continue to complete their work into private property for private connections. Utility permits typically involve multiple streets that affect many properties. The permits in this case are not issued property by property but rather by block.

Building Permits

Typically, the contractor applies for the permit and can add the owner to the online application for their information. However, there are times when the owner chooses not to be a part of the application. If that's the case, the applicant can manually enter the owner information into the application, and the department can verify that it matches our records. If the information they provided matches, Administration does not request any additional approval from the owner.

Administration does not recommend a policy adjustment to require a property owner to sign off on a permit primarily because of the potential delays associated with this adjustment.

Having an owner sign every application relating to their property would create substantial permitting delays and prevent administration from meeting permitting legislative timeline requirements in the Planning Act, Ontario Building Code, CRTC, and City Standards. This is exponentially true for utility permits which would involve many sign offs prior to approval of a permit due to the number of properties affected by for instance one block of utility work.

Furthermore, if an applicant wished to obtain a permit without the owner's knowledge or consent, this individual would be funding a homeowner's property improvement without receiving any actual ownership or equity in return.

Risk Analysis:

There would be significant delays in permit issuance associated with requiring signature consent from owners, as outlined in this report. The cost of the permit and indemnity greatly reduces the risk of a person maliciously obtaining permits on behalf of another property owner without their consent.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Brian Velocci, Planner III- Site Plan Approval Officer

Jessica Barlow, Manager- Application Coordination, Building Department

Amy Olsen, Technologist III, Right of Way

Alex Vucinic, Manager of Purchasing/Risk Management

Conclusion:

The above report provided information regarding the CQ 10-2024 for information.

It is Administration's position that the existing application process for permitting should be maintained.

Planning Act Matters:

N/A

Approvals:

Name	Title
Adam Pillon	Manager of Right-of-Way
Stacey McGuire	Executive Director, Engineering/Deputy City Engineer
John Revell	Chief Building Official
Mark Winterton	Commissioner, Infrastructure Services/ City Engineer (Acting)
Wira Vendrasco	City Solicitor
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address

Appendices:



Council Report: S 94/2024

Subject: Response to CQ 11-2024 School Safety: Students and Drivers – City Wide

Reference:

Date to Council: July 31, 2024
Author: Brad Holbrough
Active Transportation Engineer
519-255-6380 ext. 6831
bholbrough@citywindsor.ca

Public Works - Operations
Report Date: July 15, 2024
Clerk's File #: ME2024 & ACOQ2024

To: Mayor and Members of City Council

Recommendation:

THAT report S. 94/2024, "CQ 11-2024 School Safety: students and drivers" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the February 26, 2024 meeting of City Council, Councillor Angelo Marignani asked the following Council question:

CQ 11-2024 -- Asks for a strategic partnership between city Administration and Windsor Police to work closely with school administrators to address specific challenges and tailor solutions to the unique needs of each school in relation to the Kiss and Ride program. The purpose of this question is to ensure safety on our streets for our students and drivers alike.

Discussion:

The City of Windsor is actively engaged in improving safety on our streets for students and drivers alike. Outlined herein are a number of programs and initiatives to achieve this goal.

The purpose of "Kiss and Ride" (K&R) Programs is to provide children a safe way from their car to the schoolyard without stopping traffic within the public Right-of-Way (ROW).

According to this, school's K&R is an area within a school property allowing parents to safely drop off or pick up their children. The program requires the school to have appropriate infrastructure, and operational plans, in place to operate safely. A K&R area is located within school property and not on public roads or within the public right of way (ROW). Typically, K&R programs are fully managed and enforced by the school staff or volunteers. The program can improve student safety by adding order to the often chaotic nature of rush periods.

K&R programs reduce traffic congestion around schools by providing a safe option for students being dropped off and picked up by car. By providing this effective and safe option for drop offs and pick ups, kiss and rides discourage less desirable behaviours such as; consuming all the local on-street parking in the surrounding school area, parking in prohibited areas around the schools, children running across busy roads mid-block without protection and excessive traffic congestions on public streets.

However, this program can only succeed if it is in place and may fail as a result of high demand at certain times thus generating traffic queues onto a public road.

Currently the City of Windsor participates with Windsor Police Services, School Board officials and School Busing companies in School Board Liaison Committee. The committee meets 3-4 times per year and discusses topics related to safety and projects within the Right of Way, such as bus bays. On the most recent meeting, the committee discussed the Crossing Guard/Active Travel Education Plan, Traffic calming and pedestrian crossing around schools, the Active Transportation Master Plan, the School Neighbourhood policy and a number of other transportation topics including safety patrols, Community Safety Zones, and traffic enforcement in the right-of-way.

The City, WPS and the school boards engage in a number of initiatives, including;

1. Enforcement

Vehicles stopping in front of school, stopping in bus loading zones and parking or double parking around school to drop off students create an unsafe environment. These actions restrict sightlines for drivers and pedestrians alike and they cause significant traffic congestion. The City, as part of its due diligence, employs a security contractor to aid in enforcement and is working on a pilot project to hire another contractor to work specifically on school zones. This potential increase in enforcement would help the City to be more responsive to parking and traffic issues. A subsequent report will be coming to Council with regards to this pilot project in the near future.

Enforcement encourages drivers to follow the rules of the road, thus making it safer for everyone. But it is important to note, enforcement works best when it is in support of programs such as Kiss and Ride.

2. School Active Travel Education

The City of Windsor has adopted a number of programs to help reduce vehicle drop-offs and pick-ups at elementary schools. One such program is School Active Travel education. Its goals are to educate students and parents about the importance of active school travel, improve safety for students and to reduce traffic congestion around schools. Schools are provided active travel safety infographics and suggested activities

to observe Walk-to-School Days, Crossing Guard Appreciation Day and Bike Month. This year, a pilot program was initiated with a school that previously participated in a walkability/bikeability study funded under the Ontario Active School Transportation Grant. The pilot ran from February to June, where the school community received resources, in-school presentations, hands on activities, walking and biking maps culminating in students tracking their active school travel for three weeks in June. Administration is currently analysing the data plans to expand this pilot to other schools in the future.

3. Infrastructure Improvements

The Active Transportation Master Plan (ATMP), adopted in 2019, provides a framework for construction of walking and cycling facilities making it easier and safer for people to move about the City.

The ATMP established in May 2019, has the following five goals:

- i) Develop a complete active transportation network that connects all neighbourhoods;
- ii) Improve the safety and accessibility of vulnerable road users;
- iii) Support effective land-use planning to build an environment that makes walking, cycling, and transit convenient and enjoyable;
- iv) Ensure that the active transportation network is equitable and accessible for all residents;
- v) Foster a culture for active transportation.

The Development of an active transportation network will make it easier and safer for everyone to travel around the city without getting into a car or bus. This includes our students on their daily travels to and from school. For some parents, improving accessibility to walking & biking facilities will make the decision to let their child(ren) walk/bike to school more comfortable.

Encouraging students to use active transportation to travel to school can help to reduce vehicular traffic. However, it does not address the core of the issue of providing safe drop off opportunities for adult drivers wishing to drop off students. It cannot be a replacement to a functioning kiss and ride program.

The Bus Bay and the Pedestrian Generator Sidewalk Programs are infrastructure programs that can assist schools get bus bays off the road and make it easier and safer for kids to walk to school. The City of Windsor currently has a policy wherein some of the costs for constructing bus bays be shared up to 50/50 between the City and the benefiting School Board. The Pedestrian Generator Sidewalk policy increases pedestrian separation from vehicles, expands opportunity for sustainable transportation, and improves the health and welfare of City residents.

Both of these policies help to mitigate traffic congestion around schools and thus increase student safety during drop-off and pick-up. These programs are aligned with the Vision Zero Action Plan and Active Transportation Master Plan.

These approaches are in place and no additional action is expected.

4. The School Neighbourhood Policy

Windsor City Council adopted this policy in the Fall of 2016. It was then reviewed in October 2021. The policy considers some items such as parking, school location, traffic and transportation issues, active transportation, and traffic regulations to update the traffic signage plan around schools. The Policy provides guidance for the development and operation of existing and new schools, specifically as it applies to elementary schools within the City of Windsor, for best practices in provisions for sidewalks and cycling facilities, crosswalks, and parking near schools.

Currently, the Transportation Planning department is in the process of implementing the policy using a prioritized list. The work will involve bringing the school areas/zones up to the standards as outlined in the policy. A best practice outlined in the School Neighbourhood Policy is for schools and school boards to create and implement a K & R program. This program would be the sole responsibility of school boards to develop and implement and would have to reside entirely on school property. The City of Windsor would play a supporting role with infrastructure improvements in the Right-Of-Way.

5. School Board Liaison Committee

The School Liaison Committee is a partnership made up of representatives from City administration, Windsor Police Services and the School Boards. This committee meets on a quarterly basis to discuss specific challenges and proffer solutions to the needs of City schools. This includes, but is not limited to: traffic congestion in school areas, drop-off and pick-up locations and student safety.

In addition to the formal processes and procedures listed above, Administration has met with a number of school officials on school grounds over the years. Administration provides recommendations for activities that both the City and the school board can do to help alleviate the issue being reviewed. These solutions are customized to the school and the area of the school. It should be noted that some of the recommendations may be directed at the school as not all solutions can be solved on the right-of-way.

At this time, Administration does not recommend introducing any additional programs or processes. Those listed above provide an avenue for the City, Windsor Police and the School Boards to work closely and assess needs as they arise.

Risk Analysis:

There are no risks associated with the recommendations of this report.

Climate Change Risks

Climate Change Mitigation:

Less parents are driving their children to school means less exhaust emissions, which is better for our environment.

Climate Change Adaptation:

N/A

Financial Matters:

There are no expenditures associated with the recommendations of this report.

Consultations:

- Parking Services Operations: Bill Kralovensky, Coordinator, Parking Services
- Design Standards Engineering: Paul Mourad, Design Standards Lead
- Transportation Planning: Kathleen Quenneville, Active Transportation Coordinator
- Transportation Planning: Gholamreza Sayyadi, Transportation Planning Sr. Engineer

Conclusion:

The City of Windsor is working to make our streets safer for students and drivers. This is being done with infrastructure programs like Bus Bays, Sidewalk Generator and the Active Transportation Master Plan. This is also being done through education as in School Active Travel. And finally, this is being done through parking by-law enforcement and the School Neighbourhood Policy.

Planning Act Matters:

N/A

Approvals:

Name	Title
Gholamreza (Ray) Sayyadi	(A) Transportation Planning Senior Engineer
Shawna Boakes	Executive Director of Operations

Name	Title
Mark Winterton	(A) Commissioner of Infrastructure Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Council Report: S 95/2024

Subject: Niagara Street (Lincoln Road to Walker Road) Traffic Calming – Ward 4

Reference:

Date to Council: July 31, 2024
Author: Clare Amicarelli
Transportation Planning Coordinator
519-255-6100 ext. 6463
camicarelli@citywindsor.ca
Public Works - Operations
Report Date: July 15, 2024
Clerk's File #: ST/13863

To: Mayor and Members of City Council

Recommendation:

THAT Administration **BE DIRECTED** to install speed humps on Niagara Street between Lincoln Road and Walker Road; and,

Whereas on February 2, 2024, the 2024 Capital Budget was deemed approved via Mayoral Decision MD05-2024 and subsequently City Council **SUPPORTS** an expenditure of \$74,950; and further,

THAT the City Treasurer **BE DIRECTED** to pre-commit \$74,950 in 2025 Pay-As-You-Go funding from the Traffic Calming Initiatives project, OPS-021-07, and make available for immediate use; and,

THAT a budget issue with regards to annual maintenance of \$5,400 be presented as part of the 2025 operating budget development process and be considered a priority item based upon approval for the installations.

Executive Summary:

N/A

Background:

The Local Roadway Speed Humps Procedure was approved by Council on May 9, 2022. Since then, the following locations have passed the speed hump survey and have been submitted to Council for consideration.

The following locations are pending approval by Council:

- N/A

The following locations have been approved by Council and are pending construction:

- Kildare Avenue (Richmond Street to Ottawa Street)
- Lone Pine Street (Provincial Road to Maple Leaf Crescent)
- Partington Avenue (Columbia Court to Labelle Street)
- Church Street (Tecumseh Road West to Cul-de-Sac)

The following locations have been approved by Council and are installed:

- Dandurand Avenue (Piazza Street to Northwood Street)
- Grove Avenue (Janette Avenue to Bruce Avenue)
- Partington Avenue (College Avenue to Tecumseh Road West)
- Victoria Avenue (Tecumseh Road West to Jackson Street)
- Academy Drive (Northwood Street to North Service Road West)
- Avondale Avenue (West Grand Boulevard to Norfolk Street)
- Beals Street (Dougall Avenue to Huntington Avenue)

Discussion:

Niagara Street

A resident request for traffic calming on Niagara Street between Lincoln Road and Walker Road was received in May 2022. The street was reviewed and confirmed to be eligible for speed humps under the Local Road Speed Hump Program. Since the service request was an ongoing request from prior years, a resident survey to determine neighbourhood support was carried out from February 23, 2024, to March 24, 2024. Residents were able to vote online or via 311. The results of the survey are summarized in Table 1.

Table 1: Traffic Calming Approval Survey Results – Niagara Street

Criteria	Required	Actual			Result
Response Rate	50% of households or commercials properties must respond within the survey area (18 of 35 households)	Yes	40% (14 households)	51% (18/35 responded)	Pass
		No	11% (4 households)		
		Did Not Vote	49% (17 households)		
Level of Support	From this, 60% must indicate their support for the traffic calming speed humps	# of Households within Survey Area in Support	14	78% (14/18 in support from those responded)	
		# of Households within Survey Area that Responded	18		

Some residents provided additional comments when voting. A summary of comments received are as follows:

- From study area residents voting in support of speed humps:
 - Resident does not drive
 - Speeding traffic on the street constantly and it poses a risk with a sidewalk on one side only
 - Lots of speeding traffic on the street
 - Urgently need speed humps
 - Speed humps would help calm traffic that frequently speeds down this street and runs through the stop sign
 - Niagara Street has a high volume of traffic from cars avoiding Wyandotte Street, and a high volume of dump trucks
 - Vehicles do not stop or slow down at the stop signs

- Would like increased police enforcement
- Lots of speeding traffic through the neighbourhood
- Speed humps will greatly increase the safety of the area and deter the many speeding vehicles that pass through
- From study area residents voting against speed humps:
 - Speed humps are not necessary with all of the stop signs
 - Speed humps should not be placed as there are a lot of buses that come through the area for sight-seeing, and this is a heritage district
 - Police enforcement is a much better solution
 - Speed humps will be a nuisance for residents and will diminish the historical significance of the neighbourhood

In addition to votes by residents in the study area, 6 responses were received from addresses outside the study area. Of these responses not counted toward the approval threshold, the breakdown is as follows:

- 50% (3 responses) supported speed humps on Niagara Street
- 33% (2 responses) opposed speed humps on Niagara Street
- 17% (1 responses) provided no response to speed humps on Niagara Street

Some additional comments received from these out-of-area responses are as follows:

- Would like increased police enforcement
- Would like speed humps on Moy Avenue
- Speed humps are not necessary
- Do not want to drive over speed humps everyday
- Lots of speeding traffic on Lincoln Road

Accessibility Concerns

While some comments were received expressing concerns regarding accessibility or access for people with disabilities, Administration notes that there are sidewalks available throughout the stretch of the project.

Heritage Concerns

While some comments were received expressing heritage concerns, Administration notes that sometimes there will be conflicts between traffic calming measures and

heritage designations. Speed humps are generally the same material as the road surface and while there are some additional pavement markings and signs, the benefit to the public is significant. Should Council direct, Administration could further investigation and research whether or not an update to the policy is recommended.

Risk Analysis:

No critical or significant risks have been identified with the report recommendations. This location has sidewalks on at least one side and curb and gutter; therefore, no other pilots affect the installation.

Construction costs for speed humps are subject to normal price variability for materials and tender costs. These financial risks are mitigated by following the procedures in the Purchasing By-law and normal project management practices.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Niagara Street

The estimated cost to install speed humps and related signage on Niagara Street between Lincoln Road and Walker Road is summarized in Table 2.

Table 2: Cost Estimate – Niagara Street Traffic Calming

Item	Unit	Cost per Unit		Quantity	Total Cost	
		Initial Installation	Annual Maintenance		Initial Installation	Annual Maintenance
Speed humps and associated signs and pavement markings	Each	\$10,250	\$770	7	\$71,750	\$5,390
"Traffic Calmed Neighbourhood" Signs	Each	\$350	\$5	2	\$700	\$10
Grand Total – Niagara Street					\$72,450	\$5,400 per year

The Traffic Calming capital budget project 7069022 was established to track and record expenditures related to the initial installation of the speed humps at all locations; however, there are currently insufficient funds available in the project.

The 2024 approved 10-year capital funding plan includes funding for Traffic Calming in the following years:

2025 \$504,384

2026 \$400,000 (\$153,300 approved in principle, \$246,700 pre-committed)

2028 \$100,000

2031 \$1,140,000

2032 \$281,000

Funding for the installation of the speed humps identified in this report will require the use of \$72,450 from the approved in principle funds in 2025. By doing so, the project will incur financing charges over the next year estimated at \$2,500. In total, Administration recommends the pre-commitment of \$74,950 (\$72,450 plus \$2,500 in financing charges) in 2025 funding.

The ongoing annual maintenance cost is estimated as \$5,400 per year for speed hump maintenance as outlined in Table 2 above. Maintenance costs for initiatives such as this project have not been previously identified within operating budgets and therefore this cost may not be able to be accommodated in the existing Public Works operating budget. Should Council approve the traffic calming plan, an operating budget increase will be brought forward as part of the 2025 budget submission.

The Transportation Planning Department will attempt to install the Niagara Street speed humps within this report in 2024, along with the outstanding approved speed humps awaiting construction, which are Kildare Avenue (Richmond Street to Ottawa Street), Lone Pine Street (Provincial Road to Maple Leaf Crescent), Partington Avenue, (Columbia Court to Labelle Street), and Church Street (Tecumseh Road West to Cul-de-Sac). 2024 installation will depend on the whether it is possible to add the aforementioned speed humps onto an existing contract without having to create a separate contract

Consultations:

Planning: Kristina Tang, Heritage Planner

Operations: Phong Nguy, Manager of Contracts, Field Services and Maintenance

Traffic Operations: Ian Day, (A) Senior Manager of Traffic Operations and Parking Services

Human Resources: Mark Keeler, Diversity and Accessibility Officer

Windsor Fire Rescue Services: Mike Coste, Chief Fire Prevention Officer

Transit Windsor: Jason Scott, Manager of Transit Planning

Financial Planning: Cindy Becker, Financial Planning Administrator – Public Works

Asset Planning: Mike Dennis, Manager of Strategic Budget Development and Control

Public Consultation – Niagara Street

The resident approval survey was carried out from February 23 to March 24, 2024.

Methods used for resident notification and outreach were as follows:

- Mail out to all property owners and tenants in the project area, attached as Appendix A (February 23, 2024)
- Social media posts (February 23, 2024)

Notification signs posted in the survey area

Conclusion:

Having met the criteria for speed humps in the Local Road Speed Humps Procedure under the Traffic Calming Policy, Administration recommends installing speed humps on Niagara Street between Lincoln Road and Walker Road.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer
Lorie Gregg	On behalf of Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
<i>Area residents and project notification list – Niagara Street (list provided to Clerks)</i>		

Appendices:

A: Speed Hump Survey Letter and Survey Area Map -Niagara Street

February 21, 2024

**RE: TRAFFIC CALMING SPEED HUMP REVIEW SURVEY
NIAGARA STREET (LINCOLN ROAD TO WALKER ROAD)**

Dear Resident,

We are requesting your input on a potential traffic calming speed hump project in your area.

A request for traffic calming has been received for **Niagara Street**. Niagara Street currently qualifies for traffic calming speed humps. To determine whether traffic calming speed humps would be supported by neighbourhood residents, a survey is being carried out. We request that you submit your vote online or call 311 to indicate whether you would support traffic calming speed humps on Niagara Street. **Please place your vote before March 24, 2024 to ensure that your vote is counted.**

In order to place your vote, please fill out the survey: <http://tinyurl.com/niagarasurvey>



You may also call 311 and state that you are responding to the **traffic calming survey for Niagara Street**. You will be asked for your name, address, your vote on the traffic calming survey, and given an opportunity for any other comments. After the 30-day survey period, results will be posted to the City's website at <https://tinyurl.com/speedhumpresults>.

One vote per household or business will be considered.

The plan will be brought forward to Council for approval if the required level of residential support described below is reached:

- A minimum of 50% of the household and commercial properties must respond within the survey area, and from this 60% must indicate their support for the traffic calming speed hump.

For more information on traffic calming please go to <https://tinyurl.com/tcalming> or search for "traffic calming" on the City website (www.citywindsor.ca). If you have any questions and/or concerns, please do not hesitate to contact Clare Amicarelli, Transportation Planning Coordinator, at 519-255-6100, ext. 6463 at your convenience.

Yours truly,



Shawna Boakes, P. Eng.
Executive Director of Operations
SB/ca

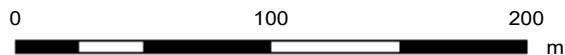
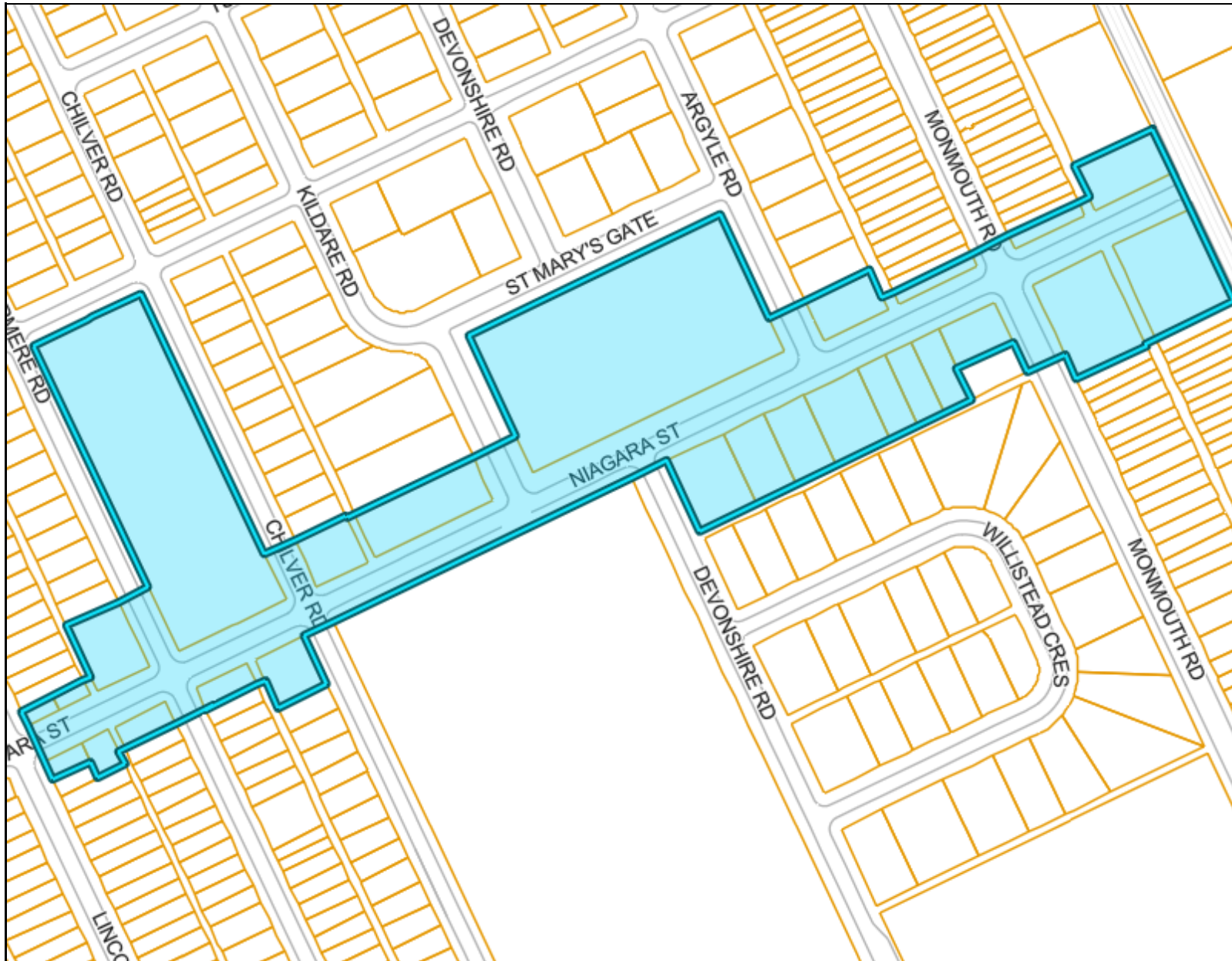
Attachment

cc Ward 4 Councillor

Legend

Property

Parcels



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Notes

Survey Area of Niagara Street from Lincoln Road to Walker Road