

**AGENDA**  
**ACTIVE TRANSPORTATION EXPERT PANEL**  
meeting held Thursday, April 10, 2025  
at 3:00 p.m.  
**Public Works Boardroom, 1266 McDougall**

**1. Call to Order**

**READING OF LAND ACKNOWLEDGEMENT**

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 Potawatomie. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land

**2. Declaration of Conflict**

**3. Adoption of the Minutes**

Adoption of the Minutes of the meeting held October 28, 2024 – *attached*.

**4. Business Items**

**4.1 Eleanor McMahon – Share the Road Chair and Founder**

- Ontario Bike Summit 2025
- Following the presentation, a discussion of the City and the Expert Panel's participation in the event

**4.2 Review of 2024 Funded Initiatives**

- Safety Village Education Program
- Bike locks for schools

**4.3 Funding and Ideas for the utilization of the 2025 Operating Funds, Initiatives Brainstorming**

**4.4 Future Projects**

5.     **Other Business**
6.     **Date of Next Meeting**
7.     **Adjournment**

## **Active Transportation Expert Panel**

Meeting held October 28, 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  
Jocelyn Nikita  
James Sommerdyk

### ***Guest in attendance:***

Bob Cameron

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

Gholamreza (Ray) Sayyadi, Transportation Planning Senior Engineer  
Kathy Quenneville, Chair, and Active Transportation Coordinator  
Ian Day, Senior Manager Traffic Operations/Parking  
Karen Kadour, Committee Coordinator

### **1. Call to Order**

Kathy Quenneville, Chair calls the meeting to order at 2:34 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 Teena Ireland,  
That the minutes of the Active Transportation Expert Panel of its meeting held May 30, 2024 **BE ADOPTED** as presented.  
Carried.

#### 4. Business Items

##### 4.1 2024 Operating Budget – Expenditure Planning and Possible Initiatives to Fund

Kathy Quenneville, Chair advises that the balance of the 2024 operating budget is \$6,100. Possible initiatives to fund includes the following:

- Safety Village cycling safety programs or in school programs for students
- Bike safety event (due to timing may be considered in 2025)
- Bike racks for schools
- Cycling related items for children, i.e. helmets, bike locks, lights
- Promotional ads, i.e. safety message geared at motorists regarding pedestrian and cyclist safety

The Chair asks if there is interest in forming a subcommittee to review the feasibility of the foregoing initiatives.

Kevin Morse advises that bike racks cost approximately \$1,000 (as some racks are dated) and adds that the Windsor Essex County Health Unit has a list of high priority schools if the Expert Panel wishes to target specific groups. As there are areas that are not safe, he suggests purchasing bike locks for the students. He proposes that bike racks be placed in city parks to encourage children to ride their bikes.

Jim Sommerdyk states upon reviewing the Mandate for the Active Transportation Expert Panel that, there does not appear to be advocacy, rather it is more about providing advice. The Chair responds that in the past the former committee did not invest in bike education for children, i.e. helmets, and bike equipment.

Dr. Paul Henshaw supports the Safety Village doing a school education training for Grades 3 and 4 and, for the children who undertake the training, to provide bike locks.

Teena Ireland requests the purchase of helmets and bike racks especially in the downtown core.

Jocelyn Nikita would like to see a general approach for the larger Windsor-Essex community and concurs with using the operating budget to focus on youth. She adds in the future, would like to see promotional ads that address pedestrian and cyclist safety.

The Chair advises that Barry Horrobin, Director of Planning and Physical Resources, City of Windsor would be willing to partner with the Active Transportation Expert Panel on safety videos.

Discussion ensues regarding how best to utilize the 2024 operating budget.

Jocelyn Nikita suggests doing a holiday giveaway, i.e. bike locks, helmets to provide public awareness of the Expert Panel.

Dr. Paul Henshaw refers to the promotional ads/public service announcement initiative and indicates that the announcement would state “sponsored by the Active Transportation Expert Panel” and would provide public awareness of the Expert Panel.

Moved by Jocelyn Nikita, seconded by Dr. Paul Henshaw,  
That **APPROVAL BE GIVEN** to an upset amount of \$4,000 for four schools to attend the Safety Village school education program.  
Carried.

Kevin Morse proposes that the remainder of the 2024 operating budget be dedicated to the purchase of bike locks, and helmets.

Gholamreza (Ray) Sayyadi, Transportation Planning Senior Engineer suggests a “competition” in schools or the Safety Village via social media and as a prize, the winner would receive a cash amount, i.e. \$50 voucher to purchase something from Canadian Tire. He further proposes free bike repairs (funding to be provided from the 2024 operating budget).

Dr. Paul Henshaw expresses concern that if there is an initiative that involves Canadian Tire, then another store may ask why not us.

Dr. Paul Henshaw suggests contacting the Safety Village and requests that the 2024 operating budget be utilized to train as many children as the budget will allow and if this includes high priority schools, helmets will be provided.

The Chair indicates there are some schools that may not otherwise go to the Safety Village if the Expert Panel did not donate, as they cannot afford the transportation and many of these high equity needs schools, cannot ask the children for money. She suggests approaching specific schools and offer the opportunity to students to attend the Safety Village training at no cost.

Moved by Dr. Paul Henshaw, seconded by Teena Ireland,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$2,100 including taxes for the purchase of bike accessories.  
Carried.

Jocelyn Nikita and Kevin Moore volunteer to assist the Chair in the pricing of bike locks and bells and lights. Kevin Moore will provide the list of priority schools.

**4.2 Prioritization of future Projects**

**4.3 New Business**

None.

**5. Date of Next Meeting**

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

**6. Adjournment**

There being no further business, the meeting is adjourned at 3:40 o'clock p.m.