

AGENDA
ACTIVE TRANSPORTATION EXPERT PANEL (ATEP)
meeting held Wednesday, October 8, 2025
at 2:30 p.m.
via Zoom video conference

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 June 12, 2025 – ***attached.***

4. Business Items

4.1 2025 Operating Budget and Initiatives Discussion

Guest speakers include:

- Steve Morgan, liaison to the Unifor Local 444 Community Services Committee - Bike for Kids Program
- Lori Newton, Executive Director, Bike Windsor Essex, to present their programs

4.2 City Bike Parking Policy Update

4.3 Upcoming Projects

5. Other Business

6. Date of Next Meeting

To be determined.

7. Adjournment

Active Transportation Expert Panel
Meeting held June 12, 2025

A meeting of the Active Transportation Expert Panel is held this day commencing at 3:00 o'clock p.m. in the Public Works Boardroom, 1266 McDougall, there being present the following members:

Dr. Paul Henshaw
Teena Ireland
Wayne Lessard

Regrets received from:

Jocelyn Nikita
James Sommerdyk

Also present are the following resource personnel:

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

1. Call to Order

The Chair calls the meeting to order at 3:02 o'clock p.m. and the Expert Panel considers the Agenda being Schedule 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 April 10, 2025, **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1(a) Review of the Active Transportation Expert Panel Mandate

The Chair provides the Mandate as follows:

- The shift to an Expert Panel will foster a conducive environment for informal idea exchange: facilitate in-depth discussions and will provide an opportunity for collaborative engagement and enable the Expert Panel to collectively develop and refine ideas.
- The Expert Panel will address all modes of active transportation, rather than predominantly focusing on bicycling and walking.
- This inclusive approach will ensure that all perspectives and transportation methods are adequately represented, resulting in a well-rounded and holistic strategy for promoting active transportation.

Dr. Paul Henshaw advises at the first meeting of the Expert Panel, he asked a former Senior Manager to explain the Mandate. She responded that the role of the Expert Panel is to provide advice on the implementation of the Master Plan. Dr. Henshaw assumed that this explanation implies infrastructure.

The Chair remarks that the implementation of the Master Plan outlines not only infrastructure improvements, but it also outlines education, promotion and other areas.

Moved by Dr. Paul Henshaw, seconded by Tiina Ireland,

That the review of the Mandate of the Active Transportation Expert Panel as provided by the Chair **BE RECEIVED**.

Carried.

Ian Day remarks that if members wish to bring a matter forward; this is part of the forum to bring forward to discuss. He suggests not looking at this from a cycling perspective but through walking, carpooling, etc. as the input is invaluable. The Chair states that a summary of new initiatives can be provided at every meeting.

Wayne Lessard expresses concern that the membership of the Expert Panel currently only has 5 members when the Mandate stipulates that the number of members on the Expert Panel is seven (7). The Chair responds that the Striking Committee of Council determined the number of members to be on the Expert Panel is six (6).

Clerk's Note: As a member recently resigned, Council decided to leave the position vacant for the remainder of the term which leaves the number of members as five (5).

4.1(b) Update by the Active Transport Export Panel (ATEP) Subcommittee

Dr. Paul Henshaw refers to the document entitled "Possible ATEP-funded Initiatives". He reviews the following initiatives, pros, cons and cost as follows:

- **Initiatives**
- Sponsor ATEP members to attend provincial conferences, i.e. Bike Summit
- Provide bike parking at the fireworks
- Support the Downtown Windsor Community Collaborative
- Survey – Where are bikes in conflict with pedestrians
- Safety Village transportation for schools
- Videos – How motorists, pedestrians, and cyclists should use active transportation infrastructure

The Chair indicates there are many organizations that have free webinars and lower cost webinars, i.e. Association of Pedestrian and Bicycle Professionals. A list of additional resources will be e-mailed to the Expert Panel.

Dr. Paul Henshaw indicates that few volunteers were available to assist at the Bike to Fireworks event held in 2024. He proposes contracting the work for the Bike to Fireworks event to Bike Windsor Essex at a cost of \$500. It is generally agreed to defer the logistics for the Bike to Fireworks event to the Spring 2026.

In terms of the Downtown Windsor Community Collaborative, Dr. Paul Henshaw reports that this organization provides free bikes for vulnerable population. Where they would use the money is to equip youth bikes or could purchase locks for the bikes.

Dr. Paul Henshaw suggests doing an online survey at a potential low cost that asks cyclists questions such as where do you see bottlenecks, or dangerous intersections.

Dr. Paul Henshaw remarks that the Safety Village promotes safe riding for youth which encourages youth to ride their bikes.

Dr. Paul Henshaw asks if motorists, pedestrians and cyclists know how to use active transportation infrastructure. He suggests that videos could assist motorists, pedestrians and cyclists and proposes that a summer job be created for a student to make

the videos. The Chair adds that the City of Windsor has a Communications Department that could assist in the creation of the videos. She will contact communications to determine if this is feasible along with posting the videos on social media.

Moved by Dr. Paul Henshaw, seconded by Wayne Lessard,

That the consensus to defer the Bike to Fireworks 2025 initiative **BE APPROVED** and further, that a discussion regarding Bike to Fireworks in 2026 **BE HELD** at the spring meeting of the Active Transportation Expert Panel.

Carried.

Moved by Dr. Paul Henshaw, seconded by Wayne Lessard,

That **APPROVAL BE GIVEN** to inviting a representative from Bike Windsor Essex to the next meeting to present initiatives that could potentially be supported by the Active Transportation Expert Panel.

Carried.

4.1(c) ATMP Biennial Update Report & proposed Regional Receipt of Feedback

The Chair advises that the ATMP Biennial Update Report went to the Environment, Transportation & Public Safety Standing Committee and will be going to City Council on July 14, 2025. She remarks there are 114 action items within the report and requests that the ATEP review the document and provide feedback. She further invites members to attend the July 14, 2025, Council meeting.

4.3 New Business

Dr. Paul Henshaw indicates that the City of Windsor is assessed as a “Bronze Cycling Friendly City”. The Chair responds that she has a document from Share the Road that provides information on how to move forward to the next level (silver). She advises that the foregoing document will be provided for the next meeting.

5. Date of Next Meeting

The next meeting will be held on Tuesday, September 9, 2025, at 2:30 p.m. in a room to be determined.

6. Adjournment

There being no further business, the meeting is adjourned at 4:16 o'clock p.m.