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Windsor, Ontario August 15, 2017

A meeting of the **Windsor Accessibility Advisory Committee** is held this day commencing at 2:00 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Kathy Iacovone, Co-Chair  
Peter Best, Co-Chair  
Councillor Ed Sleiman  
John Azlen  
Surendra Bagga  
Ricardo Pappini  
Nicholas Petro (alternate)  
Robert Williams

**Regrets received from:**

Jillian Hotson

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

Donna Desantis, Supervisor, Facilities  
Mel Douglas, Manager, Parks & Facilities, Assets & Projects  
Gayle Jones, Accessibility/Diversity Officer  
Pam Labute, Manager, Community Development  
Greg Rusk, Supervisor, Community Programming  
John Brunelle, Handi Transit  
Jamie Kramar, Masters of Political Science Intern  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

K. Iacovone, Co-Chair calls the meeting to order at 2:00 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

The Co-Chair provides a narrative of a woman with cancer who recently was able to enjoy the water at Sand Point Beach via the use of a mobi-chair. She advises that the woman spent a great deal of time during her youth at Sandpoint beach and due to her illness she had not been able to go into the water any more. She noted that it was on the woman's bucket list to be able to enjoy the water at Sandpoint beach again. She stated how thrilled the woman was to be able to go in the water again because of the accessible beach mats and the mobi-chairs. She thanks WAAC for purchasing the mats and amphibious rolling beach wheelchairs as this person passed away two days later.

## **ADDITIONS TO THE AGENDA**

Moved by Councillor Sleiman, seconded by R. Pappini,  
That Rule 3.3 (c) of the Procedure By-Law 98-2011 be waived to add the following additions to the Agenda:

### **3.4 Proposal for Funding from Capital Project 7086008 – Forest Glade Community Centre Accessible/Universal Washroom**

Carried.

Moved by P. Best, seconded by Councillor Sleiman,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$292.50 payable to Handi Transit for transportation costs for members of the Windsor Accessibility Advisory Committee to attend a workshop in Leamington, Ontario on June 15, 2017.

Carried.

## **2. DECLARATIONS OF CONFLICT**

None disclosed.

## **3. BUSINESS ITEMS**

### **3.4 Proposal for Funding from Capital Project 7086008 – Forest Glade Community Centre - Accessible/Universal Washroom**

The Proposal for Funding from Capital Project 7086008 is distributed and **attached** as Appendix "A".

Donna Desantis, Supervisor, Facilities is present to request funding in the amount of \$35,000 from the Capital Project Fund for the construction of an accessible/universal washroom at the Forest Glade Community and Customer Care Centre. She provides the following comments relating to the proposal for funding:

- Forest Glade is the busiest Customer Care Centre and satellite to City Hall, catering to more than 6100 units of services which includes dog licenses, bus passes parking tickets, human resource applications, festivals, and other consumer items.
- The existing washroom is small and narrow and does not meet current FADS standards. She noted due to space restrictions they would not be able to retrofit

to make accessible and meet FADS thus the creation of a stand alone accessible washroom.

- The new stand alone accessible/universal washroom will be constructed in an existing closet which is within 65 feet of the existing washroom.
- A fully motorized lift at a cost of \$10,000 (to be funded by Facilities) will be placed in the accessible/universal washroom.

S. Bagga notes the project is worthwhile, however, he requests the sketches of the design for the stand alone washroom be provided.

Moved by Councillor Sleiman, seconded by P. Best,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$35,000 for the construction of a new stand alone accessible/universal washroom at the Forest Glade Community & Customer Care Centre, and that a plaque acknowledging the contribution by the Windsor Accessibility Advisory Committee and City Council **BE ERECTED** and further, that Administration **BE REQUESTED** to report back on the outcomes of the new stand alone accessible/universal washroom.

S. Bagga abstains from voting on the matter.

S. Bagga leaves the meeting at 2:40 o'clock p.m.

### **3.1 2018 Operating Budget**

The document entitled "Windsor Accessibility Advisory Committee 2018 Budget" completed by the Accessibility Officer is distributed and **attached** as Appendix "B".

The WAAC 2018 Operating Budget (once approved by City Council) will be \$6,250 and the following additional initiatives are put forth:

- Hire intern students to assist with projects.
- Utilize the budget to promote/advertise the accessible amenities at Sand Point Beach, Huron Lodge.
- Add photos of accessible amenities throughout the city provided by WAAC and City Council to the city's website.
- Plant a tree with a plaque in Jackson Park or another appropriate location to commemorate Wayne Meneguzzi, former Chair of WAAC.

G. Jones advises she will report back on the cost to plant a tree along with a plaque to commemorate Wayne Meneguzzi.

Moved by R. Pappini, seconded by Councillor Sleiman,

That the draft 2018 Operating Budget for the Windsor Accessibility Advisory Committee **BE ACCEPTED**.

Carried.

### **3.2 2017 Annual Report**

It is generally agreed the WAAC 2017 Annual Report will be provided to Council Services on a date to be determined in December 2017.

### **3.3 Meeting Dates for 2018**

The meetings for 2018 are proposed tentatively on the following dates:

- February 13, 2018
- May 8, 2018
- September 11, 2018
- November 13, 2018

## **4. NEW BUSINESS**

G. Jones reports David MacDonald, CanAdapt Solutions Inc. was retained to provide an accessibility audit of the city's website.

## **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 3:22 o'clock p.m.

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CO-CHAIR

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COMMITTEE COORDINATOR

**City Council Meeting held December 12, 2016**

**8.26 Response to CQ10-2016 - Metered On-Street Accessible Parking**

Moved by: Councillor Kusmierczyk

Seconded by: Councillor Marra

Decision Number: CR769/2016 ETPS 451

That the report of the Environment, Transportation and Public Safety Standing Committee of its meeting held November 23, 2016 regarding "Response to CQ20-2016 – Metered On-Street Accessible Parking" **BE REFERRED** to the Windsor Accessibility Advisory Committee for review and comment for Council's consideration.

Carried.

Report Number: S 198/2016

Clerk's File: ST2016

**MISSION STATEMENT**

*"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"*

<b>REPORT #: S 198/2016</b>	<b>Report Date: 11/2/2016</b>
<b>Author's Contact:</b> <b>Fahd Mikhael</b> <b>Manager, Traffic Operations</b> <b>(519) 255-6247 ext. 6106</b> <b>fmikhael@citywindsor.ca</b> <b>City Wide</b> <b>PW#7061</b>	<b>Date to Council: 11/23/2016</b>
	<b>Clerk's File #: ST2016</b>

**To: Mayor and Members of City Council**

**Subject: Response to CQ10-2016 - Metered On-Street Accessible Parking**

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**RECOMMENDATION:**

THAT the report regarding CQ10-2016 in respect to best practices from other cities regarding metered on-street accessible parking and the feasibility and cost of implementing free metered parking for residents with Accessible Parking Permits **BE RECEIVED** by Council for information.

**EXECUTIVE SUMMARY:**

N/A

**BACKGROUND:**

At the meeting of City Council on February 22, 2016, Councillor Kusmierczyk raised CQ10-2016 which states:

*"Asks that administration report back on best practices from other cities regarding metered on-street accessible parking AND to provide feasibility and cost of implementing free metered parking for residents with Accessible Parking Permits."*

**DISCUSSION:**

There are 1426 Metered Parking spaces in the City of Windsor. Based on the revenue generated in the first 27 weeks of 2016, the average yearly revenue for each space is approximately \$969.52. Depending on the location of the meter, the yearly revenue for a meter could reach more than \$3,000 at prime locations.

The Ministry of Transportation-Ontario (MTO) advised that the total number of valid City of Windsor Accessible Parking Permits issued for 2015 was 16,297; the data was based on printed permits.

Ten municipalities, including Windsor, from across Canada were contacted and requested to answer a few questions regarding their best practices for metered on-street accessible parking. Please find below Table 1 summarizing the result:

Municipality	Free Non-Metered On-Street Designated Accessible Parking Spaces		Designated Non-Free Metered On-Street Accessible Parking		Free Accessible Parking at Non-Designated Meters	
	Availability	Time Limits	Availability	Time Limits	Availability	Time Limits
Windsor	YES	As Signed	NO	N/A	NO	N/A
London	YES	As Signed	NO	N/A	YES	Up to the Time Limit on the Meter
Guelph	YES	5 Hours	NO	N/A	NO	N/A
Hamilton	NO	N/A	NO	N/A	YES	Up to 3 Hours
Toronto	NO	N/A	NO	N/A	YES	Unlimited
Ottawa	NO	N/A	NO	N/A	YES	Up to 4 Hours
Kingston	NO	N/A	YES	2-4 Hours	NO	N/A
Winnipeg	NO	N/A	NO	N/A	NO	N/A
Edmonton	NO	N/A	NO	N/A	YES	Up to the Time Limit on the Meter
Vancouver	YES	NO	YES	2-3 Hours	NO	N/A

Table 1 – Summary of Information provided regarding Accessible Parking

Per the above Table 1:

- 4 municipalities out of the 10 surveyed municipalities provide “Free Non-Metered On-Street Designated Accessible Parking Spaces”
- 2 municipalities out of the 10 surveyed municipalities provide “Designated Non-Free Metered On-Street Accessible Parking”
- 5 municipalities out of the 10 surveyed municipalities provide “Free Accessible Parking at Non-Designated Meters”
- 1 municipality out of the 10 surveyed municipalities provide both “Free Non-Metered On-Street Designated Accessible Parking Spaces” and “Free Accessible Parking at Non-Designated Meters”

There is a split in the manner in which Accessible parking is handled with almost half of the municipalities either providing free designated accessible spaces or free parking at meters for the time limit of the meter.

For many years, the City has offered free designated accessible spaces in Parking Lots, Business Improvement Areas (BIAs) and Commercial Loading Zones:

- In Parking Lots, free parking in the designated accessible spaces are offered due to accessibility issues; the Pay and Display machines may not be easily accessible for payment.
- In BIAs and other areas requiring payment, free designated accessible spaces are established based on requests from the BIAs and their members. The free designated accessible spaces locations have historically been determined through site visits by members from the City of Windsor and the BIAs. These spaces are normally located at the beginning or the end of a block to provide easy access, especially for larger vehicles; and, they have a time limit of four hours. These spaces were established due to challenges associated with making payment at parking meters.
- In Commercial Loading Zones, a valid Ontario accessible parking permit may be used free of charge for the time period specified on the commercial loading zone sign.

## **RISK ANALYSIS:**

There are moderate to significant financial risks associated if the implementation of free metered parking for residents with Accessible Parking Permits is approved.

Free parking will result in a loss of revenue. That revenue is used to fund the maintenance of parking facilities. The lost revenue will have to be obtained from other sources. This will create maintenance deficiency, public complaints and potentially result in more revenue loss.



## **FINANCIAL MATTERS:**

The cost effect of the implementation of free metered parking for residents with Accessible Parking Permits will vary depending on the location of the parking meter used and the number of residents with Accessible Parking Permits using the meters.

Additionally, enforcement will become more time consuming as permitted vehicles will need to be "chalked" in order to determine if parking is past the time limit. This would result in dedicating more time to this activity and less to other enforcement. Enforcement revenues may decrease as a result.

Based on the assumption that the meters used by the residents with Accessible Parking Permits are located in areas that are high in demand, the yearly loss of revenue may be approximately \$3,000.00 per meter.

In order to estimate how many parking meters will be fully occupied by the available Accessible Parking Permits and since statistics for such usage are not readily available, a rough assumption of one fully occupied parking meter for each one hundred Accessible Parking Permits available in the City of Windsor was used. The following calculations show the estimated loss of revenue that may be accumulated per year if "Free Accessible Parking at Non-Designated Meters" is implemented:

- Estimated yearly fully occupied parking meters by Accessible Parking Permits:  
16297 Accessible Parking Permits available in the City of Windsor in 2015  
divided by 100 = 162.97
- Estimated yearly loss of revenue based on average parking location:  
162.97 (parking meters used by Accessible Parking Permits) x \$969.52 (yearly  
revenue for an average location) = \$158,002.67
- Estimated Yearly Loss of Revenue based on prime parking location:  
162.97 (parking meters used by Accessible Parking Permits) x \$3,000.00  
(yearly revenue for an average location) = \$488,910.00

The estimated yearly loss of revenue is estimated to vary between \$158,002.67 and \$488,910.00.

The true loss of revenue can only be determined after actual revenues are collected and counted.

## **CONSULTATIONS:**

John Wolf, Traffic Operations.

## **CONCLUSION:**

THAT the report regarding CQ10-2016 - Metered On-Street Accessible Parking **BE RECEIVED** by Council for information.

**PLANNING ACT MATTERS:**

N/A

**APPROVALS:**

<b>Name</b>	<b>Title</b>
F. Mikhael	Manager of Traffic Operations
J. Wolf	Senior Manager of Traffic Operations, Parking & Transportation Planning
C. Becker	Financial Planning Administrator
D. Dawson	Executive Director of Operations
J. Mancina	Chief Financial Officer/City Treasurer
M. Winterton	City Engineer
O. Colucci	Chief Administrative Officer

**NOTIFICATIONS:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**APPENDICES:**



**CITY OF WINDSOR**  
**FINANCIAL VARIANCE BY ACCOUNT**  
**For the Period Ending October 31, 2017**  
**83.33% of Year Elapsed**  
**Windsor Accessibility Advisory**

Run Date/Time: November 20, 2017 at 14:26

ACCOUNT CODE	ACCOUNT DESCRIPTION	BUDGET	YTD ACTUALS	YTD VARIANCE	PROJECTED ADJUSTMENTS	YE PROJECTED VARIANCE	PREVIOUS YEAR ACTUALS
<b>Revenues</b>							
	<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Expenses</b>							
2010	Office Supplies	0.00	0.00	0.00		0.00	110.00
4295	Public Relations	6,250.00	670.30	5,579.70		5,579.70	474.69
	<b>TOTAL EXPENSES</b>	<b>6,250.00</b>	<b>670.30</b>	<b>5,579.70</b>		<b>5,579.70</b>	<b>584.69</b>
	<b>NET TOTALS</b>	<b>6,250.00</b>	<b>670.30</b>	<b>5,579.70</b>	<b>0.00</b>	<b>5,579.70</b>	<b>584.69</b>

This number is the total budget that the committee has to spend for the whole year  
 Since this number is positive, it means that there have been more expenses than revenues  
 Since this number is positive, it means this is what is left to spend for 2017