

Windsor Accessibility Advisory Committee **Proposal for Funding from Capital Project 7086008** **(Accessibility)**

Access Funding Proposals are only available to projects internal to the Corporation. Funding will be on a one-time only basis except in rare circumstances.

Funding proposals may be submitted at any time. Proposals should be received by the clerk's office 2 weeks prior to the scheduled meeting to ensure the matter is addressed at the next scheduled meeting. If the agenda for the next meeting is already full it will be addressed at the following meeting.

Instructions for completing this application:

Complete Sections 1 and 2 and return to Karen Kadour, WAAC Coordinator at kkadour@citywindsor.ca . Please forward a signed PDF version in addition to the Word version that you fill out. WAAC will consider all proposals and may request attendance at a WAAC meeting for further discussions.

Section 1: Project Details

Date Submitted: May 2, 2017

Department: Human Resources

1) Description of Barrier Removal Project and how it promotes universal access to all persons with disabilities (include appropriate references to attitudinal, informational, physical, technological, and architectural or policy barriers):

Mental Health claims are among the fast growing category of disability costs in Canada. The City of Windsor is no exception to the trend as mental health related disabilities continue to be the second leading cause of long term disability claims in 2015. This highlights the need for our people leaders to have the skills to recognize and appropriately and effectively accommodate employees with mental health concerns.

To this end, Human Resources would like to offer a certificate program in Workplace Mental Health Leadership. The course provides leadership skills aligned with evidence-based and industry best practices. Over the course of three modules, participants will explore the ever-expanding business case for mental health in the workplace. This includes an improved understanding of relevant legal, ethical and business concerns. This certificate program also supports the development of empathetic and solution-focused leadership skills, which can be transferred to a variety of professional settings and situations. This leadership Certificate program is in addition to the Mental Health first aid course (2 days in length) which was introduced recently as an elective for the Management Windsor Certificate.

This course is made up of 3 modules and participants must complete all course requirements and achieve a score of 70% or higher on each exam to complete the program and receive a certificate from Queen's university.

2) Provide a list of users and groups that will benefit from this barrier removal activity:

This barrier removal activity will help better accommodate employees who work for the municipality with an aim at building and reinforcing a mentally healthy work environment. It will assist our leaders with further developing the appropriate tools to effectively deal with this growing health concern. Early intervention and effective recovery will help to promote optimal work performance which will be beneficial to the Corporation and our customers.

3) Identify all partners in this project:

Human Resources

4) Identify in kind and volunteer contributions:

The Human Resources Department has responded to the need to increase awareness and skills with respect the mental health related disabilities. It has implemented a Mental Health First aid course as an elective in our Management Windsor Program. It offers a unique opportunity to participate in an evidence-based training which will lead to a better understanding of mental health concerns and how we might eliminate the stigma that surrounds it.

This Certificate program will help to further develop and increase the skill set of our managers to effectively make our work environment more accessible for our employees.

5) If this is for a modification to the built environment, has your site been audited for accessibility using the Windsor Barrier Free Design Standards (FADS)?

Yes No **Comments:**

N/A

6) Does the project meet or exceed Ontario Building Code or Windsor Barrier Free Design Standards requirements? (Explain)

N/A .

7) Does the vendor/supplier/designer/contractor of this project support the principles of full accessibility for people with disabilities?

Yes No **Comments:**

8) Appropriate supporting Documents to be provided to the Committee Coordinator, Council Services one week prior to the meeting: Letters of Support Plans/drawings Cost Analysis Other (Explain) Quote (Where a project is very large approval may be obtained in stages i.e.: approval in principle, approval after plans or drawings are available, final approval)—

NOTE: Purchases are subject to the provisions of the Purchasing By-law 93-2012 and it is generally necessary for funding requests to be accompanied by the applicable quotes at the time of the request.

Please see Appendix 1 at the end of this application for the quote.

9)What is the expected project completion date?

By the end of 2017.

Section 2 Project Costs:

Amount Requested from Accessibility Advisory Committee \$8700

Original signed copy in Clerk's office

Date Signed

Executive Director

Appendix 1

From: Ruccolo, Renee

Sent: Wednesday, May 03, 2017 10:38 AM

To: Jones, Gayle

Subject: FW: Learn at Work Week Request for Resources from the City of Windsor

Gayle, here's the update – looks like \$7700 program fee and I would suggest earmarking \$1,000 inclusive of travel cost, accommodation and per diem.

Renee

From: Ross Taylor [<mailto:rtaylor@morneaushepell.com>]

Sent: Wednesday, May 03, 2017 10:35 AM

To: Ruccolo, Renee

Cc: Marianne Jankie

Subject: RE: Learn at Work Week Request for Resources from the City of Windsor

Hi Renee,

Absolutely it is still available. The cost is actually \$7700 (my apologies), which works out to \$308/participant with 25 participants. Travel and accommodation may be required but we'll see what we can do in terms of a facilitator and minimizing those as much as possible.

I'm on the road today but can chat if you need to tomorrow.

Let me know and we can go from there.

Thanks!

Ross Taylor - *New Mobile Number – 647.629.4266

Account Executive – Employee Support Solutions

T: 647.629.4266

Twitter: @TheRossTaylor

895 Don Mills Road, Tower One, Suite 700 Toronto, ON M3C 1W3



From: Ruccolo, Renee [<mailto:ruccolo@citywindsor.ca>]

Sent: May-03-17 10:31 AM

To: Ross Taylor

Cc: Marianne Jankie

Subject: RE: Learn at Work Week Request for Resources from the City of Windsor

Importance: High

Hello Ross and Marianne: I wanted to turn back to this program to inquire if it is still available as an on-site offering and if so, if the cost remains at \$7500? I presume travel and accommodation may be required.

If you wouldn't mind confirming, this would be greatly appreciated.

Thank you,

Renee Ruccolo

Organizational Development Specialist

Corporation of the City of Windsor

Human Resources Department

400 City Hall Square East, Room 408

Windsor, ON N9A 7K6

Phone: (519) 255-6515 ext. 6207

Email: ruccolo@citywindsor.ca

From: Ross Taylor [<mailto:rtaylor@morneaushepell.com>]

Sent: Monday, August 29, 2016 4:34 PM

To: Ruccolo, Renee

Cc: Marianne Jankie

Subject: RE: Learn at Work Week Request for Resources from the City of Windsor

Hi Renee,

Absolutely, great question! This course can be purchased as a group by the City of Windsor and can be delivered on site. It is roughly \$7500 for up to 25 participants which makes it about \$300 per person. Having said that, we also offer public sessions where individuals can register and attend as an individual. The cost for these sessions is \$1595 (Morneau Shepell clients receive a 10% discount, 20% if 2 or more people register) and are delivered around the country this fall. I've included the registration link below.

<http://www.morneaushepell.com/ca-en/queenscertificate>

I realize the closest public sessions are in Mississauga, but we are looking for interest from groups like yours to determine if we have enough demand to run a public session in Windsor or London, possibly Hamilton as well.

If you do have some interest, please let us know and we'll do our best to create a session in a more convenient location.

Looking forward to chatting further with you about it.

Thanks,

Ross Taylor

Account Executive – Employee Support Solutions

T: 416.253.1243 | **M:** 416.200.5016 | **TF:** 1.877.611.8998

Twitter: @TheRossTaylor

895 Don Mills Road, Tower One, Suite 700 Toronto, ON M3C 1W3



Workplace Mental Health Leadership™

Out certificate program has released its fall 2016 dates and are booking up fast.

Ask me how you can [save up to 20%](#) by registering only two individuals!



From: Ruccolo, Renee [<mailto:rrouccolo@citywindsor.ca>]

Sent: August-29-16 11:13 AM

To: Ross Taylor

Cc: Marianne Jankie

Subject: RE: Learn at Work Week Request for Resources from the City of Windsor

Hi Ross, good morning. I do have a question regarding the Workplace Mental Health Leadership Certificate program if you don't mind.

What is the cost (on a per person basis) and are there any special technical requirements? We had received information about this program previously and we understood Modules I & II could be delivered on-site and Module III to be completed on-line.

If there is additional information you can provide, it would be most helpful.

Thanks very kindly,

Renee Ruccolo
Staff Development Coordinator
Corporation of the City of Windsor
Human Resources Department
400 City Hall Square East, Room 408
Windsor, ON N9A 7K6

Phone: (519) 255-6515 ext. 6207

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