

Windsor Accessibility Advisory Committee
Meeting held September 27, 2018

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 2:00 o'clock p.m. in Room 406, 400 City Hall Square East, there being present the following members:

Peter Best, Co-Chair
Surendra Bagga (arrives at 2:04 p.m.)
Jillian Hotson
Sheila McCabe
Nicholas Petro
Ricardo Pappini

Regrets received from:

Councillor Ed Sleiman
Kathy Iacovone

Guests in attendance:

Kevin McShan, regarding *Item 4*
Don Wilson, regarding *Item 5.2*
Cathy Wilson, regarding *Item 5.2*
Yo Son Dah Nost Huff

Also present are the following resource personnel:

Gayle Jones, Accessibility/Diversity Officer
Wadah Al-Yassiri, Project Administrator
John Brunelle, Handi Transit
Mel Douglas, Manager Parks & Facilities, Assets and Projects
Jamie Kramer, Human Resources Assistant
Merry Ellen Scully Mosna, Supervisor Community Programming
Greg Rusk, Supervisor Community Programming
Cathy Savoni, Disability Management Specialist
Derek Thachuk, Supervisor Facilities
Karen Kadour, Committee Coordinator

1. Call to Order

Peter Best, Co-Chair calls the meeting to order at 2:03 o'clock p.m. and the Committee considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

2. Declarations of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by S. McCabe, seconded by N. Petro,
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held June 12, 2018 **BE ADOPTED** as presented.
Carried.

4. Presentation

Kevin McShan, Discover Ability Network appears before the Committee to provide information relating to the Discover Ability Network.

The Discover Ability Network is funded by the Government of Ontario and powered by Magnet, a data-rich, job-matching technology platform. Discover Ability is a free online portal and resource that connects Ontario businesses directly to people with disabilities.

Mr. McShan provides an overview of the PowerPoint presentation entitled "Discover Ability Network – Hiring people with disabilities – discover the opportunity for your business". He provides the highlights of the presentation as follows:

- People with disabilities represent an untapped talent pool that can help fuel innovative growth and a measured return on investment.
- Several research reports have shown that hiring people with disabilities has a positive effect on overall business performance such as:
 - Employees with disabilities are highly motivated at work.
 - Employees with disabilities more likely to stay in the job longer.
 - Employees with disabilities take less absence days.
- The portal features dynamic content to capture visitor interest and provide valuable information for employers.
- Employers will be able to access HR resources, toolkits and industry reports to grow their ability in hiring people with disabilities.
- Promotional videos interviewing leading companies will drive home the business case and promote best practices in this space.
- Variety of social media to raise awareness of the portal and promote the business case with regular posts, i.e. 2-3 posts/week.
- Canadian Business Sense Ability has developed a step-by-step guide for employers to simplify and make-easy the recruitment process.

- Employers will receive information on leading practices for hiring, retaining and integrating employees with disabilities into their workforce.
- This program is being offered in six municipalities in Ontario.

G. Jones adds if the Corporation of the City of Windsor acquires a landing page, this would allow for tracking the number of people who have signed up as the profile is matched to a specific job posting.

In response to a question asked by the Co-Chair regarding if Discover Ability is working with employment agencies in the city, K. McShan responds the Unemployment Help Centre has signed with the Network.

Moved by N. Petro, seconded by R. Pappini,

That the Corporation of the City of Windsor **BE REQUESTED** to consider subscribing to the Discover Ability Network for the purpose of hiring people with disabilities as they represent an untapped talent pool that can help fuel innovative growth and a measured return on investment.

Carried.

S. McCabe suggests the link for the Discover Ability Network be added to the City of Windsor's website.

5. Business Items

5.1 Funding Application – 350 City Hall Square West

Wadah Al-Yassiri, Project Administrator is present and requests funding in the amount of \$69,000 from the Capital Project Fund for the purchase of 23 new door operators, push buttons, wiring, door strikes and programming into the access control system.

G. Jones expresses concern that a number of the doors in the New City Hall are quite heavy and complaints have been received from employees with specific health issues indicating the doors are difficult to open.

W. Al-Yassiri indicates the doors were gauged to be within the allowable opening force and some doors were dialed down to allow for easier opening.

Cathy Savoni, Disability Management Specialist states numerous complaints regarding the doors (mostly on the upper floors) were received from city staff.

In response to a concern expressed by G. Jones regarding the individual cost of the push buttons, W. Al-Yassiri explains if these are purchased by different trades (other than the contractor of the building) the two year warranty on the building will be negated.

He adds the opportunity of matching funds for the purchase of 23 door push buttons exists now.

S. Bagga asks why the doors are so heavy and why the hardware wasn't compatible. He adds he is perplexed as to why WAAC is asked to fix something that should have been done in the first place.

It is generally agreed that the doors need to be addressed and although this is not an optimal situation, the Committee is willing this time to help to provide needed support to better the accessibility.

The Co-Chair notes he has misgivings that a request of this nature will come back to WAAC in the future.

Moved by R. Pappini, seconded by S. McCabe,

That 50% of the invoiced work for the installation of twenty-three (23) new door operators, push buttons, wiring, door strikes and programming into the access control system with the location of the doors/push buttons as recommended by the Accessibility/Diversity Officer to an upset limit of \$69,000 from the Capital Project 7086008 (Accessibility Fund) **BE APPROVED** and further, that a plaque acknowledging the contribution by the Windsor Accessibility Advisory Committee and City Council **BE ERECTED**.

Carried.

The Co-Chair requests WAAC tour the new City Hall in the near future.

5.2 Funding Application – Accessible Washroom at Mackenzie Hall

A revised Proposal from Facilities for funding from Capital Project 7086008 is distributed and **attached** as Appendix "A".

Mel Douglas, Manager Parks & Facilities, Assets and Projects appears before the Committee and advises the proposed project is to renovate and expand the existing 2nd floor washrooms at Mackenzie Hall and to improve the accessibility and functionality of the washrooms. She indicates they are requesting \$125,000 from the Windsor Accessibility Advisory Committee to undertake these improvements to the 2nd floor washrooms. She adds the majority of those visiting Mackenzie Hall congregate on the 2nd floor.

S. McCabe suggests an occupational therapist be retained to assist with planning for the washroom layout.

Don Wilson, Friends of the Court, Mackenzie Hall, states the architectural and historical merit of the building must be maintained.

S. Bagga suggests that urinals be added along with electronically operated change tables.

G. Jones acknowledges this is a worthy endeavour, but WAAC must be mindful of the available funding remaining in the Capital Fund. She adds that there should be a Departmental budget for the project first and then perhaps their request should be for accessible amenities that are beyond the Building Code requirements, i.e. a change table or lift.

M. Douglas advises there may be unallocated funds in the amount of \$50,000 to \$60,000 available within their department, but it would be helpful to know what WAAC can provide.

The Co-Chair states WAAC is not prepared to provide a dollar amount. He suggests Facilities come back with a project that outlines what is required.

Moved by N. Petro, seconded by J. Hotson,

That representatives from Facilities and Recreation **BE REQUESTED** to attend a future meeting of the Windsor Accessibility Advisory Committee and to come back with additional information relating to the renovation and expansion of the second floor washrooms at Mackenzie Hall.

Carried.

S. McCabe voting nay.

5.3 Revisiting Miracle Field and Park Conditional Funding Application

The following motion was approved by WAAC at its meeting held February 27, 2018:

Moved by S. Bagga, seconded by P. Best,

*That an expenditure from the Capital Project 7086008 (Accessibility Fund) in the upset amount of \$100,000 **BE APPROVED** for the purchase of accessible amenities for the Miracle Park Project subject to the successful award of the Canadian Tire Jumpstart Charities Accessibility Grant, that a plaque **BE ERECTED** acknowledging the contribution by the Windsor Accessibility Advisory Committee and City Council, and further, that the Windsor Accessibility Advisory Committee **BE INCLUDED** in the planning details and will get final choice in the purchases tied to the funds.*

Carried.

G. Jones indicates the WAAC funding in the amount of \$100,000 was conditional subject to the successful award of the Canadian Tire Jumpstart Charities Accessibility Grant. She adds the Miracle Park Project was unsuccessful in acquiring the grant.

5.4 Sub Committee Updates

No updates are provided.

6. Accessibility Officer's Report

G. Jones advises the City is currently undertaking a Corporate Workplace Census which includes a number of questions relating to disability. She notes the results will provide statistics relating to employees with disabilities within the Corporation.

7. Chair's Report

Discussion ensues regarding the purchase of a Commemorative Bench in memory of Sandra Friesen, former member of WAAC. It is generally agreed members of Sandra Friesen's family will be contacted to determine a location for the commemorative bench.

Moved by R. Pappini, seconded by S. McCabe,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$1,500 for the purchase of a Commemorative Bench in honour of Sandra Friesen, former member of WAAC.

Carried.

8. New Business

8.1 Confirm & Ratify E-mail Poll relating to Keynote Speaker

Moved by J. Hotson, seconded by S. Bagga,

That the following motion **BE CONFIRMED AND RATIFIED**:

That approval be given to an expenditure in the upset amount of \$7,000 to host Mr. Warren Macdonald, Keynote Speaker who in February 2003, became the first double amputee to reach the summit of Africa's tallest peak, Mount Kilimanjaro, and further, that the event be held on a date and venue to be determined.

Carried.

P. Best and S. McCabe voting nay.

9. Date of Next Meeting

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

10. Adjournment

There being no further business, the meeting is adjourned at 4:05 o'clock p.m.

CO-CHAIR

COMMITTEE COORDINATOR



COUNCIL SERVICES DEPARTMENT

VALERIE CRITCHLEY
CITY CLERK

IN REPLY, PLEASE REFER
TO OUR FILE NO. _____

May 29, 2019

TO: MEMBERS OF THE WINDSOR ACCESSIBILITY ADVISORY COMMITTEE

Re: Mandate Letter

Please find attached the current Mandate and Terms of Reference for the Windsor Accessibility Advisory Committee.

City Council at its Strategic Planning Session held February 12, 2019 adopted the following motion:

*"That City Council APPROVE the final list of initiatives (**attached**) ranked in order of importance as selected by members of Council during the Strategic Planning session held February 12, 2019, that will serve to set the direction of City Council over the next 20 years."*

In an effort to follow Council's direction, and to ensure the Windsor Accessibility Advisory Committee assists Council in achieving its strategic objectives, goals and priorities, the Terms of Reference and Mandate are attached for the Committee's review and consideration based on Council's list of priorities.

Sincerely,

Valerie Critchley
City Clerk

Final list of priorities as of February 12, 2019 (ranked)

Implementation of the Sewer Master Plan	9
Increased tree coverage/reduction in tree trimming time	9
Asset Management Plan	8
Branding	8
Implementation of Active Transportation Study	8
Economic Diversification/Logistics	8
Traffic Calming	7
Enhance Property Standards by-law	7
Community Events	7
Enhancement of Local Improvement Projects (streetlights, sidewalks etc.)	6
25% Residential Infrastructure Target for the Core	6
Laneway Prioritization (alleys)	5
Sustainable Urban Development & Growth	5
Additional Splash Pads	5
Sandwich Redevelopment	4
Implementation of Neighbourhood Coordinator Position	4
20% Transportation mode shift	3
Sandpoint Improvements	3
Vacant Lot development program	3

Windsor Accessibility Advisory Committee
Terms of Reference
September 2014

Preface

The Windsor Accessibility Advisory Committee (WAAC) is committed to complying with the provisions of the Accessibility for Ontarians with Disabilities Act (2005) and the Ontarians with Disabilities Act (2001). WAAC shall advise Windsor City Council in promoting a barrier free community for the persons with disabilities.

Terms of Reference

1. In addition to the above, the WAAC will be responsible in its advisory role to City Council to:
 - a. Oversee the development and preparation of the Multi-Year Accessibility Plan every five years, as required under the Accessibility for Ontarians with Disabilities Act (AODA)
 - b. Provide an annual status report relating to the Multi-Year Accessibility Plan as required under the AODA.

2. Furthermore, following its historical and traditional role since its implementation in 1981, the WAAC in fulfilling its advisory function will work to promote and achieve the following goals and objectives:
 - a. To review and monitor federal, provincial and municipal directives and regulations and legislation as they relate to persons with disabilities.
 - b. To identify issues of concern to persons with disabilities and on the basis of research, knowledge, and experience on Committee members to recommend action where appropriate.
 - c. To participate in community committees that seek to eliminate barriers for persons with disabilities.

Process

Membership

The WAAC shall be comprised of the following Members including:

- 8 volunteer members
- 1 Member of Council
- 4 alternate non-voting members (alternating on a rotational schedule similar to the Acting Mayor schedule)

The WAAC Committee shall meet quarterly or at the call of the Chair. Members are encouraged to contact the Chair or the Committee Coordinator if they no longer wish to sit on WAAC.

Length of Term

The Striking Committee of Council appoints members for a period of 4 years.

Elections

The Chairperson and Vice-Chair shall be elected annually.

Rules of Order

Elections and Meetings will be conducted according to Bourinot's Rules of Order and the City of Windsor Procedural By-Laws

Sub Committees

The WAAC may establish sub-committees as required. Membership shall be appointed by the WAAC. The Chair of any sub-committee must be a member of WAAC.

Reporting

The WAAC reports directly to the Social Development, Health & Culture Standing Committee. The Chairperson and/or his/her designate are the official spokespersons for WAAC. All sub-committees report directly to WAAC.

Staff Resource

The City of Windsor will identify community and administrative resources to WAAC. As such, community and administrative resources do not have voting privileges and will act in an advisory capacity.

Annual Operating Budget

Advisory Committees will be tasked with providing information relating to the following year's operating budget which includes an Organizational Review, Budget Detail and Request and Budget Highlights (accomplishments, the following year's initiatives, cost drivers and mitigating measures). The budget request will be forwarded to the Social Development, Health & Culture Standing Committee and to City Council.

Annual Report

In accordance with The City of Windsor's By-law 98-2011 Section 21(3), Committees of Council are required to report to their respective Standing Committee annually to provide an overview of accomplishments.

Subject: Free Accessible Parking Pilot Project

Reference:

Date to Council:
Author: Andrew Dowie
Executive Initiatives Coordinator
adowie@citywindsor.ca
(519) 255-6247 ext. 6005
City Engineer
Report Date: 12/6/2018
Clerk's File #:

To: Mayor and Members of City Council

Recommendation:

That Report S202/2018, responding to CR769/2016, be received for information.

Executive Summary:

N/A

Background:

At the February 17, 2016 meeting of City Council, CQ10-2016 was adopted as follows:

"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."

Report S198/2016 was supplied in response to the Council Question.

Subsequently, at the December 12, 2016 meeting of City Council, CR769/2016 was adopted as follows:

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.

At its meeting of December 12, 2016, the Windsor Accessibility Advisory Committee approved a motion stating:

“That Administration BE REQUESTED to report back regarding the feasibility and logistics of developing a one year Pilot Program relating to free metered on-street accessible parking in a test area determined by the Traffic Operations Department.”

City Council formally adopted this same resolution as CR81/2018 at its meeting of February 26, 2018.

Discussion:

Administration has worked to accommodate accessible permit holders by introducing dedicated accessible parking spaces, free of charge, in areas where parking metres are present. These spaces are not always directly adjacent to the property being visited but provide consistent expectations for enforcement.

Previous report S198/2016 detailed the two models available for the offer of complimentary parking for vehicles displaying an accessible permit:

- No time limit
- Same time limit

Not offering a time limit requires the least amount of enforcement. The display of an accessible permit would be considered as a suitable permit. Various Ontario cities, including Hamilton, Toronto and Niagara Falls follow this model. This model encourages long-term parking in a particular spot. Metered parking exists in order to encourage turnover and to supply multiple uses for the parking spot. Toronto has also been experiencing extensive use of accessible parking permits at meters as reported in a 2017 CBC article, which is being attributed to program abuse. The most common complaint is that able-bodied family members are frequently borrowing the permit in order to benefit from an unlimited parking privilege at every parking meter. This in turn depriving legitimate accessible permit holders from accessing the most accessible parking location.¹ There is no efficient way of ensuring that these spaces are freed up without a heavily resourced parking enforcement program.

Maintaining the same time limit would mirror a program currently in place for veterans. City Council has granted to those possessing an Ontario Ministry of Transportation-issued “poppy” licence plate permission to park without depositing coinage into the metre for the maximum time specified on the metre. (e.g. 2-hour maximum).

CR535/2005: *That the report of the Executive Director of Operations dated August 19, 2005 entitled “CQ91-2005 Free Parking for Veterans at Municipal Parking Facilities” BE RECEIVED, and further,*

That Council APPROVES the granting of free parking to veterans with poppy license plates on their vehicles; and further, that the City Solicitor BE REQUESTED to amend the Parking By-Law accordingly.

¹ <https://www.cbc.ca/news/canada/toronto/parking-permit-fraud-toronto-1.4375813>

This resolution was enacted as an acknowledgement of thanks during the “Year of the Veteran”, and the accompanying Council Report indicated that its duration was to be limited to the 2005 calendar year. However, the practice of granting free parking to veterans remains in force. In the 14 years since this approval, the granting of such plates, and the definition of the intended recipients, has changed dramatically and demand has exceeded the expectation of use.

There are significantly more accessible parking permits distributed in the community than for veterans' plates. The Ontario Ministry of Transportation advised that the total number of valid Accessible Parking Permits issued for 2015 was 16,297. In 2005, the City of Windsor and Essex County had 242 Poppy plated vehicles. The impact on revenues and availability would be dramatically higher than for the offer to veterans.

Extending parking privileges to those having an accessible parking permit will ultimately add complexity to the enforcement program. It increases the amount of time spent investigating for compliance and reduces the time available to verify compliance in other areas. The vehicle tire would be electronically marked and documented. On a return visit after the time limit has expired, the enforcement officer would verify whether the vehicle has moved from its place or not. The penalty for non-compliance is \$23 parked over the time limit.

Bill 187, proposing a Commission of Inquiry into Accessible Parking in Municipalities Act, 2016, was intended to standardize accessible parking protocols and enforcement measures throughout the Province. It was proposed in the Ontario legislature in 2016, however it did not advance to third reading.

In accordance with the above-noted City Council direction, it is proposed that the one year Pilot Program be premised as follows:

- Parking timeframe would mirror existing time limits for street parking. The parking privilege for permit holders will not be unlimited but would be consistent with existing turnover and time limit regulations.
- Parking permits will always be subject to verification.
- Parking privileges will not extend to no stopping areas.
- Signage indicating a special area in which parking fees are waived for accessible permits.
- The pilot project area will be along the west side of McDougall Street adjacent to 400 City Hall Square West. This impacts six parking spaces. Four of the noted signs would be placed on existing posts currently delineating parking boundaries.





The measure for success or failure of the pilot project is proposed to be based on the following factors:

- 1) Will the use of these spaces be overwhelmed by holders of accessible parking permits? The proportion of paid versus permitted vehicles will be monitored.
- 2) Is there general compliance with the posted time limits? The volume of tickets related to overuse of the space will be monitored.
- 3) Is there regularity with respect to which vehicles are using the space? The vehicle types will be periodically monitored.

These enforcement measures will be requested of the existing Commissionaires staff as part of their regular business.

In one year, an analysis of the pilot project will be brought forward to City Council for consideration with respect to recommendations and any future direction.

Risk Analysis:

For any deployment of such a program, there is risk that program abuse and similar behaviour to what is occurring in the City of Toronto will materialize locally. This risk is managed by limiting the pilot program area to a location easily monitored, limited in capacity, limited impact to commercial businesses, and where clients would most likely be accessing government services.

There is a known risk to revenue generation, which will have to be accepted.

There is a resourcing risk in that more effort that is extensive is necessary to confirm compliance or the existence of permits, which will reduce the productivity of the enforcement program. This risk will have to be accepted.

Financial Matters:

The yearly loss of revenue in the event that a meter is not generating income is \$3,000.00 per meter, or \$18,000 for the six affected spaces.

There would also be a capital cost for appropriate signage, which is estimated to be approximately \$1,000.

Consultations:

Bill Kralovensky, Supervisor of Parking Enforcement and John Wolf, Senior Manager of Traffic Operations and Parking were consulted with respect to the authoring of this report.

Conclusion:

In response to City Council's direction, Administration proposes to launch a one year pilot program waiving parking charges for accessible permit holders on McDougall Street directly adjacent to 400 City Hall Square East.

Planning Act Matters:

N/A

Approvals:

Name	Title
John Wolf	Senior Manager of Traffic Operations and Parking
Dwayne Dawson	Executive Director of Operations
Mark Winterton	City Engineer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Response to CQ10-2016 - Metered On-Street Accessible Parking

