



**WINDSOR
ACCESSIBILITY
ADVISORY
COMMITTEE**

*Because access
equals opportunity*

WINDSOR ACCESSIBILITY ADVISORY COMMITTEE AGENDA

held Tuesday, September 14, 2021

at 10:00 a.m.

Zoom video conference

1. Call to Order

2. Declaration of Conflict

3. Adoption of the Minutes

Adoption of the minutes of the meeting held June 1, 2021 – ***attached***

4. Business Items

4.1 Accessible Playgrounds

City of Windsor Parks is seeking primary accessibility feedback from WAAC for proposed thirty-three playground updates throughout the City. Trevor Duquette, Supervisor Parks Projects to be in attendance.

4.2 Proposal for Funding from Capital Project 7086008

Windsor Public Library is seeking 50% of the invoiced cost of installing two automatic door openers on the 2nd floor (office area) of the Central Library which is temporarily located in the Paul Martin Building. Andrea O'Brien, Operation Manager to be in attendance. The Proposal for funding from the Capital Project is ***attached***.

4.3 Alexander Park – Update

Ryan Schuchard, Supervisor of Parks (or delegate) to be in attendance

4.4 NaviLens Update

4.5 Audible Pedestrian Signals Update

4.6 Facility Accessibility Design Standards Update

4.7 WAAC Financial Variance Report

The WAAC Financial Variance Report for the period ending August 30, 2021, *attached*.

4.8 WAAC's Advisory Role

P. Best, Co-Chair to lead the discussion.

4.9 Windsor-Essex AAC Meeting – Autumn 2021

4.10 Requests from Administration

5. Other Business

5.1 Black Oaks Park - Bench

G. Jones to provide an update relating to the installation of a bench at Black Oaks Park.

6. Date of Next Meeting

To be determined.

7. Adjournment

Windsor Accessibility Advisory Committee

Meeting held June 1, 2021

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Ed Sleiman
Surendra Bagga
Sheila McCabe
Ricardo Pappini
Nicholas Petro
Caleb Ray

Guests in attendance:

Anthony Gyemi and Stephanie Stiers, Archon Architects

Regrets received from:

Kristy Franklin
Nicholas Schuurman

Also present are the following resource personnel:

Gayle Jones, Accessibility/Diversity Officer
Tom Graziano, Senior Manager, Facilities
Tracy Beadow, Project Administrator, Engineering
Amanda Alchin, Council Resolutions Coordinator
Karen Kadour, Committee Coordinator

1. Call to Order

Sally Bennett Olczak, Co-Chair, calls the meeting to order at 10:01 o'clock a.m. and the Committee considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

2. Disclosures of Interest

None disclosed.

Addition to the Agenda

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

Item 6 - Black Oaks Park Bench

Carried.

3. Adoption of the Minutes

Moved by Councillor Sleiman, seconded by R. Pappini,
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held November 24, 2020 **BE ADOPTED** as presented.

Carried.

4. Presentation - Adie Knox Expansion Feasibility Study

Anthony Gyemi and Stephanie Stiers, Archon Architects appear before the Committee regarding the Feasibility Study for Adie Knox. S. Stiers advises that they have been working on a Feasibility Study over the last year and adds that a Federal grant opportunity has come forward for this project. In order to meet the requirements of the grant, some revisions have been made to the design features, i.e. energy efficiency improvements, reduction of greenhouse gas emissions and exceeding accessibility standards. S. Stiers suggests the establishment of a subcommittee of WAAC members (to attend one to two meetings) to assist with the identification of some accessible design features that can be incorporated into the design for the purpose of this grant application.

G. Jones advises that the subcommittee can enhance and make workable suggestions going beyond a ramp. Many times accessible design can focus on features such as ramps and that is not optimal. If the design is universally accessible, a ramp will not be required.

R. Pappini indicates as a landscape architect, oftentimes a design is made and a ramp is installed later. The intent is to create an environment for everybody to experience the entrance to a building, especially a great building like Adie Knox.

Councillor Sleiman asks if the design by Archon Architects will be provided to WAAC.

A. Gyemi responds that they are not actually designing the building; they are doing a feasibility study. They are involved with the master plan; planning the facility from the start with accessibility as well as other issues and to create a community hub.

C. Ray adds he would like to see the design plans presented to the Committee.

T. Beadow states that a meeting request to the subcommittee will set up to review how to move forward with the current plans. She adds there may be a few sections in the grant application where they will require assistance relating to some of the verbiage relating to accessibility.

The Chair calls for volunteers to sit on the subcommittee. S. McCabe, P. Best, K. Franklin (tentative) and R. Pappini volunteer. The Chair also offers her assistance as back-up.

5. Business Items

5.1 Lions Club International Foundation Award

The Chair announces that Peter Best is the recipient of the Melvin Jones Fellow Award for dedicated humanitarian services.

P. Best advises that he has been a member of the Lions Club since 1984 and throughout that time, has been involved in many advocacy initiatives. He adds that the motto of the Lions Club is “We serve” and in April 2021 a district meeting via Zoom was held with representatives from all over the world. The premise of the meeting was to assess various projects and services and he was surprised with the announcement that he had been awarded the Humanitarian Services Award. He adds that he wants to help others and make a difference in our community and country.

The Committee congratulates P. Best on his achievement.

5.2 Windsor-Essex AAC Meeting Update

P. Best reports that on March 11, 2021, WAAC members met with representatives from approximately six AAC Committees via Zoom. The discussion included common interests, collaborations, and various projects. He adds that a meeting of the WAAC subcommittee will be held in the near future to discuss holding a forum that includes presentations, i.e. NaviLens or accessible trails, etc. He notes that positive comments were provided following the meeting. The attendees were provided with a task to go back to their respective AAC's to determine if there is an interest in collaborating with the other AAC's and following that, will make a decision to move forward with this initiative. He proposes holding a forum in the fall 2021 with the AAC's with a presentation and lunch which would involve cost implications. He thanks K. Franklin for her contributions to the

AAC meeting as Chair of the committee. He asks if anyone is interested in filling the role as Chair of the committee to help coordinate the forum to be held in the fall 2021.

The Chair remarks that it was a very good meeting for Windsor-Essex with great discussion and the AAC representatives were interested in what each area is doing.

G. Jones advises that the WAAC 2021 Operating Budget is approximately \$12,000. She notes that the Facility Accessibility Design Standards were discussed at the AAC meeting along with accessible websites.

N. Petro expresses concern that as a member of the subcommittee, he was not apprised of the AAC meeting. He volunteers to assist with the fall event.

G. Jones adds that the organizers of the AAC event limited the number of attendees for the meeting.

P. Best notes that there was some confusion with the AAC meeting and will endeavour in the future to ensure that WAAC members are notified of any future meetings.

P. Best indicates that he will liaise with Christine Easterbrook (who chaired the AAC meeting) to coordinate an event for the fall 2021.

5.3 Financial Variance Report

The Chair advises that the 2021 Operating Budget for WAAC is \$12,357.

5.4 NaviLens Pilot Project

G. Jones provided a brief overview of Navilens which uses “super charged QR codes” to assist blind and low vision individuals. These codes are designed to be printed and posted where they can be scanned using the free Navilens App. When the app detects a code it announces the distance to the code so that a user is immediately oriented to where the code is and how far away it is. It could be a powerful wayfinding tool for blind and low vision individuals in our community and could be useful for transit stops, marking trails and also potentially street signs. It can additionally deliver any other information associated with the code such as the name of the location, relevant information about the surrounding, and link to further information on a website. It is possible for a code at a bus stop to provide dynamic information about the bus route and arrival time of busses.

G. Jones asks the Committee if they are interested in doing a pilot project and if so, to consider Transit Windsor. She suggests that a few members meet with Transit Windsor on this initiative and to come back at a future meeting with a presentation by G. Jones, the members who met with Transit and administration from Transit.

The Chair asks if Administration is aware of other municipal pilot projects with NaviLens or with any other organizations.

G. Jones reports there are several cities in Europe, such as Barcelona and Murcia, Spain that use NaviLens which proved to be successful. She adds that some European cities use NaviLens on their street signs.

In response to a question asked by R. Pappini regarding if the App is free for users in difference languages, G. Jones responds that it is free for users and is available in different languages.

The Chair asks the members of the Transportation Subcommittee (P. Best, C. Ray and Y. Huff) to work with G. Jones and Transit Windsor on this initiative.

P. Best remarks that there are signs and symbols everywhere in the world and these scanning devices through a mobile phone are like signs for the blind. In terms of a pilot project, he suggests testing the App in a building, i.e. City Hall a mall, and if successful would liaise with Transit Windsor.

R. Pappini agrees with the approach provided by P. Best., i.e. testing the App in City Hall and then move it from an interior to an exterior venue. He proposes placing NaviLens information plaques at City Hall to help spread the word even more.

G. Jones suggests a quick meeting with Transit Windsor at the outset to provide awareness of this project and if it shows promise, WAAC will report back.

C. Ray indicates he has played with some of these Apps in the past, and he encourages members to download the app, see what works, print off the QR codes and place them around the home and backyard.

The Chair indicates her willingness to be part of the pilot project.

P. Best advises that he downloaded and printed various QR codes and placed them on doors, cupboards and he adds that these are programmable. For example, a QR code was placed on the front door, and when he used his camera it said "front door ten feet to the left".

5.5 Facility Accessibility Design Standards (FADS) Update

G. Jones reports that the City of Windsor's Facility Accessibility Design Standards was created in 2006/2007 and it was based upon the City of London FADS. She notes that anything tied to the built environment for buildings has been updated in the Building Code. Due to the change in legislative standards, it is important to update the FADS

document. She adds that the FADS document of 2006/2007 was provided in the past to S. Bagga for review.

S. Bagga reports that the Building Code has changed quite a bit especially on the universal washroom and many other requirements. He indicates that he could provide an outline of the FADS document if a consultant is retained.

In response to a question asked by P. Best regarding if there is a “layman’s” version of FADS” available, G. Jones responds there is not as it is a technical document for planners, engineers, etc.

G. Jones states that Windsor’s FADS was based on the City of London’s document (with some tweaks). The City of London has provided notice that their updated 2021 FADS will be available in June 2021 and will allow municipalities to use this document. She suggests once the 2021 London FADS is received, that a review is undertaken to compare the City of Windsor/City of London FADS and to liaise with other departments on this matter. She recommends that once the City of Windsor’s FADS is updated, that WAAC in conjunction with the Communications Department create a few one minute videos highlighting for example, how to make an accessible entry way based on the City’s FADS.

S. Bagga remarks that when the updated City of Windsor FADS is completed, that he along with R. Pappini will provide a presentation/seminar to review the FADS standards in a manner that is understandable.

S. Bagga notes that he received an invitation from the Project Manager, Community Development & Health to join the broader community enhanced network group meetings. He adds that he did attend one of the meetings. R. Pappini adds that he will also be attending the meetings which are essentially information gathering sessions.

5.6 Diversity and Accessibility Officer Updates

G. Jones provides an update regarding the memorial tree for Wayne Meneguzzi and advises that the tree was planted in the fall of 2020 in Jackson Park. A small ceremony will be held when permitted.

In terms of the bench for Sandra Friesen, G. Jones responds that she met with an engineer in the Parks Department. She asks P. Best if Alexander Park is the preferred area for the bench.

P. Best concurs because it is located across from Lions Manor and S. Friesen was blind.

G. Jones reports as option one, there are two metal benches located on the path at Alexander Park and it is suggested that the commemorative plaque be placed on one of those benches which could be done soon. If WAAC prefers another bench, this can be negotiated with Parks.

P. Best states that the benches that are located up along the road are far from the water. He indicates that there are no benches on the trail by the water that veers off to the left and for blind individuals it would be a nice place to sit and listen to the water. He adds that individuals sitting on the benches located up by the road cannot hear the water.

Discussion ensues regarding the placement of a picnic table with a commemorative plaque.

G. Jones responds that this location will be problematic as the two benches at the river are commemorative and for other individuals.

S. McCabe expresses concern that benches were placed by the road that no one sits on.

Councillor Sleiman indicates that the benches were placed by the road for the residents of the Lions Manor.

G. Jones provides an overview of her efforts and follow up over many years with the Parks Department regarding the accessible amenities at Alexander Park either through Councillor Sleiman's ward funds or through WAAC.

The Chair suggests that a walkthrough at Alexander Park be arranged with the Parks Engineer, G. Jones, Councillor Sleiman, P. Best and S. Bennett Olczak prior to the next WAAC meeting.

G. Jones suggests this meeting be held as soon as possible.

Moved by P. Best, seconded by R. Pappini,
That the Senior Manager, Parks **BE INVITED** to attend the next meeting of WAAC to discuss matters relating to Alexander Park.
Carried.

Moved by Councillor Sleiman, seconded by S. McCabe,
That the Accessibility/Diversity Update for June 2021 **BE RECEIVED**.
Carried.

5.7 Autumn 2021 Forum

This item was discussed under Item 5.2.

5.8 Advisory Bulletin regarding the Conflict of Interest

This document is received for information.

5.9 Accessibility Hub

P. Best provides an overview of the accessibility hub as follows:

- The accessibility hub refers to an accessibility and resource centre.
- Many groups do not have an area to meet.
- In the past, P. Best held meetings at the Public Library through Nicole Hayward. Discussion took place regarding individuals with mobility issues and the blind and visually impaired.
- A place where people with disabilities can come together, and discuss their concerns.
- Could produce videos on how to use an audio pedestrian signal, or NaviLens
- In speaking with Nicole Hayward, P.S.L. Librarian – Accessibility, she suggested setting up a concept discussion with herself, and G. Jones regarding the logistics of developing this initiative.

In response to a question asked by S. Bagga regarding the location of the accessibility hub, P. Best responds that it currently does not exist. P. Best states that a group has been meeting at the Riverside Library and there are facilities available downstairs.

The Co-Chair asks P. Best to outline what WAAC can do to assist in this endeavour.

P. Best suggests a meeting be convened with the representatives from the Windsor Public Library and G. Jones. S. Bagga, and C. Ray volunteer to attend this meeting and (possibly Y. Huff).

Moved by P. Best, seconded by S. McCabe,
That the Senior Manager, Traffic Operations and Parking attend the next WAAC meeting to discuss the audio pedestrian signal outside of the Riverside Library.
Carried.

6. New Business

Black Oaks Park Bench

G. Jones advises that this matter was brought to her attention by S. McCabe. It appears that Joy Mayerhofer and her husband; citizens went out to Black Oaks Heritage Park which is a very natural area with trails with no benches along the path. As Mrs. Mayerhofer uses a walker, and there was no place to rest, she was unable to complete the trail with her husband.

G. Jones indicates that she contacted the Forestry and Parks Departments to address the lack of benches along the trail. She was advised by Parks that the cost of a commemorative wooden bench is approximately \$2,100. A representative from Forestry noted that there are concerns with maintaining the natural environment.

G. Jones proposes that, as there is \$12,000 in the WAAC 2021 operating budget, that WAAC purchase one commemorative bench to increase accessibility along the path. She also suggests that the Naturalist and Outreach Coordinator look into further opportunities to increase accessible rest areas along that trail.

S. McCabe suggests using a tree trunk as a place to rest.

R. Pappini proposes that instead of installing a bench, an alternate material would be large flat landscape stones arranged in different heights for transference from wheelchairs and may be materials that the city already has. He notes this would add character, as we want to create an amenity that draws people in.

Moved by S. McCabe, seconded by R. Pappini,
That Karen Cedar, Naturalist and Outreach Coordinator, City of Windsor **BE INVITED** to the next meeting of WAAC to discuss options to increase accessibility along the trails in Black Oak Park.

Carried.

7. Date of Next Meeting

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

8. Adjournment

There being no further business, the meeting is adjourned at 12:08 p.m.

CHAIR

COMMITTEE COORDINATOR