



## **Windsor Accessibility Advisory Committee (WAAC)**

Meeting held December 3, 2024

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 11:00 o'clock a.m. via Zoom video conference, there being present the following members:

Sally Bennett Olczak, Co-Chair  
Peter Best, Co-Chair  
Danica McPhee  
Riccardo Pappini  
Nicholas Petro

### ***Regrets received from:***

Councillor Fred Francis  
Surendra Bagga  
Caleb Ray

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

Mark Keeler, Accessibility/Diversity Officer  
Karen Kadour, Committee Coordinator

### **1. Call to Order**

The Chair calls the meeting to order at 11:04 o'clock a.m. and the Committee considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

### **2. Declaration of Conflict**

None disclosed.

### 3. Adoption of the Minutes

Moved by Danica McPhee, seconded by Nicholas Petro,  
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held October 17, 2024, **BE ADOPTED** as presented.  
Carried.

### 4. Business Items

#### 4.1 WAAC Operating and Capital Budget

Sally Bennett Olczak, Co-Chair advises that the current balance of the 2024 Operating Budget is \$6,250. The following proposals for expenditures from the 2024 Operating Budget as received from the Windsor Public Library and Huron Lodge are as follows:

- The Windsor Public Library is requesting Victor Readers which is a handheld media player for the blind and visually impaired. It plays DAISY books, MP3, MP4, EPUB, and many other media formats. Easy access to over 36,000 web radio stations and has access to rich media content. The cost is \$1,345.
- In 2023, a Snoezelen cart was purchased for Huron Lodge. They are requesting a LED Solar projector to add to their portable cart in the amount of \$1,367.
- A carry forward of the remaining Operating Budget funds to 2025 is suggested
- Mark Keeler will meet with representatives from the Recreation and Parks Department in January to discuss new initiatives to be funded from the Capital Fund.

Mark Keeler, Accessibility & Diversity Officer states that part of WAAC's broader discussions will include what belongs to an operating budget versus the capital budget. As equipment depreciates, it may be better to use the capital budget and the operating budget can be used for things like cabs and other activities that WAAC would like to do.

Riccardo Pappini discloses an interest on the matter relating to Huron Lodge as a relative is employed at this institution.

Moved by Nicholas Petro, seconded by Danica McPhee,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$1,367 for the purchase of a LED Solar Projector to add to the portable Snoezelen cart for Huron Lodge.  
Carried.

Riccardo Pappini discloses an interest and abstains from voting on the matter.

Nicholas Petro requests that Huron Lodge respond in some manner regarding the purchase of the accessory to the Snoezelen cart. Peter Best advises that Caleb Ray has volunteered to follow-up regarding acknowledgements and feedback from Administration on purchases from the Operating Budget.

Moved by Peter Best, seconded by Nicholas Petro,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$1,345 for the purchase of two (2) Victor Readers for the Windsor Public Library.  
Carried.

#### 4.2 Infrastructure Committee Update

Mark Keeler suggests topics to discuss for 2025 will include Audio Pedestrian Signals, speed humps, accessible transit, and accessible taxicabs. Peter Best, Co-Chair states they are looking at supporting projects such as wheelchair accessible curling for youth and an accessible downtown community drop-in centre. In terms of 311 reporting, Mark Keeler suggests reviewing what that communications protocol will look like for WAAC versus 311.

Peter Best proposes that an e-mail be placed on the City's webpage that would enable the community to communicate with WAAC. Mark Keeler advises that the [accessibility@citywindsor.ca](mailto:accessibility@citywindsor.ca) e-mail can be put on WAAC's page. He notes that e-mails are also sent to the City Clerk's Office. The challenge is to ensure that the e-mail is advertised and promoted.

Danica McPhee states that the only option online currently to provide feedback on specifically accessible things is the alternative format request. We would like to see an option to identify whether there is an accessibility component of the other forms of requests. Mark Keeler adds that it does not matter whether the issue relates to a bus or a park, if someone has an accessibility issue, they should be able to flag it and send it to the Accessibility and Diversity Officer for follow-up.

Nicholas Petro remarks that currently, the e-mail goes to the Clerk's Office, however, if a person requires accessible resources which are not available, this can be a mental barrier. Mark Keeler suggests inviting someone from the Communications Department to a future infrastructure subcommittee meeting for further discussion.

Peter Best advises that he has been invited to attend a Zoom meeting on December 10, 2024 regarding paratransit and he invites other members to also attend.

Mark Keeler reports that Senior Leadership has approved the Ontario Network of Accessibility Professionals (ONAP) Conference for the City of Windsor. Danica McPhee requests to be involved in the planning of the conference to ensure that the venue is as accessible as possible.

**5. Date of Next Meeting**

The next meeting will be held in mid February 2025.

**6. Adjournment**

There being no further business, the meeting is adjourned at 11:39 o'clock a.m.