



WINDSOR ACCESSIBILITY ADVISORY COMMITTEE

Because access equals opportunity

WINDSOR ACCESSIBILITY ADVISORY COMMITTEE AGENDA

Meeting to be held Thursday, March 13, 2025
at 10:00 a.m. via Zoom video conference

1. Call to Order

READING OF LAND ACKNOWLEDGEMENT

I would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land

2. Declaration of Conflict

3. Adoption of the Minutes

Adoption of the minutes of the meeting held December 3, 2024 – ***attached***

4. Business Items

4.1 Hidden Disabilities Sunflower - Update

4.2 Windsor Accessibility Advisory Committee Communications Changes – Peter Best to provide an update regarding a City of Windsor site where the public can provide input

- New link to accessibility@citywindsor.ca
- Work to review messaging and decide what is beneficial to provide on that page.

4.3 Transit Windsor – Mark Keeler to provide an update

- Potential change at Transit Windsor if the Tunnel Bus alters reporting obligations under the *Accessible Canada Act*
- Status of complaint process at Transit Windsor
- Transit Windsor feedback on new communications outreach document via CNIB (improving how complaints are registered)

4.4 Communications

Mark Keeler to provide an update

- Communications has approved and is working on modifying 311 so that Administration will receive all incoming accessibility complaints at the time they are recorded. This is a pilot extension of the Transit Windsor project.
- Communications will be participating

4.5 Facility Accessibility Design Standards

Discussions are being held with Senior Administration.

4.6 Infrastructure Group

Peter Best, Co-Chair to provide an update on the current and upcoming work.

4.7 Ontario Network of Accessibility Professionals (ONAP)

Mark Keeler to provide an update on the Ontario Network of Accessibility Professionals (ONAP) Conference

5. WAAC 2025 Operating and Capital Budgets

The Annual Budget of WAAC is \$6,250. There is also a carryforward of \$3,387. Mark Keeler to provide the 2025 Capital budget.

6. New Business

7. Date of Next Meeting

8. Adjournment



Item 3.0

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 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.