



Windsor Accessibility Advisory Committee (WAAC)

Meeting held September 16, 2025

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 Fred Francis
Danica McPhee
Ricardo Pappini
Nicholas Petro

Absent:

Surendra Bagga
Caleb Ray

Guest in attendance:

Joy Mayerhofer

Also present are the following resource personnel:

Mark Keeler, Accessibility/Diversity Officer
James Chacko, Executive Director Transit Windsor
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. Conflict of Interest

None disclosed.

3. Adoption of the Minutes

Moved by Nicholas Petro, seconded by Councillor Fred Francis,
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held March 13, 2025, **BE ADOPTED** as presented.
Carried.

4 Business Items

4.1 Facility Accessibility Design Standard (FADS) Update

Mark Keeler, Accessibility/Diversity Officer advises that the administrative committee which is composed of engineers and architects is currently reviewing Chapter 2 of the new FADS document.

In response to a question asked by Sally Bennett Olczak, Co-Chair regarding timelines for FADS, Mark Keeler responds he expects that Chapter 2 will be completed by summer 2026 and will come back to WAAC at that time for review. He indicates that a draft of the document will be posted to the City's website to allow for review and comment by the public.

4.2 Accessibility for Ontarians with Disabilities Act (AODA) Compliance Update

Mark Keeler advises that 2025 is the compliance year for the City of Windsor and is due by December 15, 2025. He states that conversation is being held with the various city departments who are submitting documents ranging from park benches, park developments to new washrooms. He adds that the documents must be available in the event there is an audit by the Ministry.

Danica McPhee refers to the lists being sent from various departments regarding changes over the past year and asks if WAAC will be able to view some of the modifications made by the city that will be submitted to the AODA. Mark Keeler responds that most of the changes are from Parks.

Sally Bennett Olczak, Co-Chair indicates that the earlier that WAAC can be brought into the process for review and consultation, the better as the Committee is eager to do so.

4.3 Transit Schedules Developments

Mark Keeler remarks he has been working with Transit Windsor along with their consultant and Marketing Department on the transit schedules. He notes that improvements are being made on their audible schedules. Peter Best, Co-Chair questions if WAAC or the CNIB is involved in the process of developing the audible schedules. Mark Keeler responds that they have a draft which will be released within a few weeks for review by the Infrastructure Subcommittee and the CNIB.

4.4 Recreational Operational Budget Request

Discussion ensues regarding the Recreational operating budget request and the use of capital or operating funds. Mark Keeler reviews the items requested and notes the cost has increased on some of the items.

Danica McPhee supports the purchases and suggests a discussion around utilization program development afterwards to ensure that WAAC's purchases are being utilized.

Peter Best suggests the use of the capital funds primarily for the accessible pathway to the washroom at Alexander Park.

Mark Keeler concurs with Danica McPhee to draft the protocol for proposals and to create a framework for departments who request funding from WAAC.

Nicholas Petro suggests if the operating budget is utilized to purchase requests from departments, that the departments be made aware that WAAC has donated these funds.

Councillor Fred Francis advises that outside of the International Relations Committee, no other committee of Council is able to accumulate their operating budget. He adds if there is an opportunity to safeguard the capital budget at the expense of operating, that is what should be done.

Moved by Danica McPhee, seconded by Riccardo Pappini,

That **APPROVAL BE GIVEN** to cover the expenses requested by the Recreation Department 6814 in the amount of \$6,814.53 to the limit of the operating budget of the Windsor Accessibility Advisory Committee.

Carried.

Sally Bennett Olczak Co-Chair suggests that a brief follow-up report be provided within 6 months or so, that outlines how these items provided by WAAC are being utilized and enjoyed. Mark Keeler supports this suggestion going forward and proposes that Administration from Recreation be invited to come to the Infrastructure Subcommittee and to present how these items purchased by WAAC are being utilized.

4.5 Capital Theatre Parking Update

Mark Keeler explains that the issue with the Capital Theatre is that parking is at a premium in this area. Bill Kralovensky, Manager, Transport Operations has determined that there is no parking of any kind in front of the Capital Theatre because this space is used for buses, delivery trucks, and so on.

Sally Bennett Olczak, Co-Chair suggests that Bill Kralovensky be invited to a meeting of the Infrastructure Subcommittee.

Councillor Fred Francis advises if the by-law regarding parking is to be changed, it will require a vote of City Council.

4.6 County of Essex Accessibility Advisory Committee Fest-For-All

Danica McPhee provides an overview of the County of Essex Advisory Committee Fest-For-All as follows:

- Advises that the other Accessibility Advisory Committees were not present.
- Spoke to the Tecumseh Advisory Committee about some of their priorities. In 2024, they were heavily focused on the digitization of transit maps, and this year are focusing on transportation.
- There is great interest in learning what the other committees are doing.
- Suggests attending this event in 2026 and to have a booth.

In response to a question asked by Riccardo Pappini if guest speakers were present, Danica McPhee responds presentations were provided.

Sally Bennett Olczak, Co-Chair, states if there is interest in meeting with our County representatives, this should be added to WAAC's working agenda and suggests that Danica McPhee take the lead on this initiative.

4.7 Resumption of Infrastructure Subcommittee

Sally Bennett Olczak, Co-Chair advises that the Capital Theatre piece has been added to the next agenda. Suggests setting goals and work towards achieving them in concert with Danica McPhee and working with our County counterparts over the next year.

4.8 2026 Capital Projects Vision Report

Mark Keeler states a call out to departments for potential capital projects has been undertaken. He indicates that the Parks Department has submitted a project (pathway at Alexander Park) along with a proposal from Huron Lodge and the Windsor Public Library.

5. Date of Next Meeting

The next meeting will be held on Thursday, November 13, 2025 at 10:00 a.m. via Zoom in a meeting room to be determined.

6. Adjournment

There being no further business, the meeting is adjourned at 11:20 a.m.