

Windsor Accessibility Advisory Committee
Meeting held November 5, 2019

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 10:00 o'clock a.m. in Room 204, 350 City Hall Square West, there being present the following members:

Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Sleiman
Surendra Bagga
Mialynn Lee-Daigle
Yo Son Dah Nost Huff
Sheila McCabe
Ricardo Pappini
Nicholas Petro (alternate)
Caleb Ray (alternate)

Regrets received from:

Kristy Franklin

Guests in attendance:

Amanda Moore
Greg Strong

Also present are the following resource personnel:

Gayle Jones, Accessibility/Diversity Officer
Greg Rusk, Supervisor Community Programming
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. Declarations of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Y. Huff, seconded by Councillor Sleiman,
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held July 30, 2019 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Overview of Accessibility Projects Underway

G. Jones distributes the first mock-up of a braille tactile map, *attached* as Appendix "A" for the 350 City Hall Square West Campus produced by students at Mohawk College located in Hamilton. She adds the students worked with low vision individuals along with the blind community to produce the braille tactile map. She indicates the mock-up includes raised areas identifying the edge of the building, the layout of the rooms, symbols on the Council Chambers, the Information desk, and the washrooms and stairs. She adds the final braille tactile map will be located at the Information/Reception desk on the 1st floor, 350 City Hall Square West and will measure 18" x12". She further adds there will be an "eye beacon" to help guide one through the facility, however, the intention is to not have anything tied to one source of technology.

G. Jones states the AODA has mandated that the public sector provide accessible communication websites according to a set schedule and the next deadline is January 1, 2021. She expresses concern that there is often difficulty in creating accessible documents given Human error, tight timelines and the high costs associated with this.

G. Jones notes that the City is in the process of contracting with a service provider to provide an accessible digital document solution for all of our Council, Standing Committee and Committee of Council documents that will make PDF remediation a thing of the past and will deliver a superior cross device user experience with HTML.

In response to a question asked by Councillor Sleiman regarding if this technology will assist the visually impaired, G. Jones responds that its intent is to make the documents universally accessible for everyone.

P. Best suggests the app entitled "Be my eyes" is another useful app that we should be encouraging.

In terms of accessible job postings within the Corporation of the City of Windsor, G. Jones advises that the Information Technology Department is working with low vision and blind individuals to ensure job postings will be accessible within the required timelines.

Moved by Councillor Sleiman, seconded by Y. Huff,
That the overview of the Accessibility Projects underway provided by the
Accessibility/Diversity Officer **BE RECEIVED**.
Carried.

4.2 WAAC Terms of Reference and Mandate

The subcommittee struck to review the WAAC Terms of Reference and Mandate has not met. An update to be provided at the next meeting.

4.3 Accessible Transportation

The Accessible Transportation subcommittee consisting of P. Best, Y. Huff and C. Ray met and provide the following comments:

- Contacted Vets Cab regarding accessible taxicabs. There are two issues that relate to obtaining the plate and the retrofit costs to make a cab accessible (\$10,000 to \$25,000).
- Additional training is required for “rear loading cabs” as the rider must be locked into place.
- City of Calgary implemented an incentive program in the amount of \$1.366 M for accessible cabs.
- Issues with service animals. Some people have PTSD and often the cab driver will not allow the service animal access to the vehicle.

P. Best suggests undertaking a study to determine “what is accessible transportation” in our community. G. Jones indicates there are costs associated with a study.

Councillor Sleiman proposes inviting Vets Cab to a future meeting.

M. Lee-Daigle recommends collaborating with other communities regarding accessible transportation as other municipalities are most likely looking at the same issue.

4.4 Upcoming Event Planning

The Event Planning subcommittee consisting of P. Best, N. Petro and K. Franklin have provided a draft letter to be sent to local accessibility advisory committees to determine if there is interest in attending a “meet and greet” event to be hosted by the City of Windsor. The proposed date for this event is Spring 2020.

Discussion ensues regarding the draft letter and it is generally agreed that the wording be tweaked somewhat to make it more "poignant". The revised letter will be reviewed at the December 3, 2019 WAAC meeting.

4.5 WAAC Operating Budget

G. Jones advises the surplus 2019 Operating Budget is \$7,388. She will provide the costs associated with the purchase of a tree, park benches and a picnic table for review at the December 3, 2019 meeting.

4.6 Status of Memorial Bench for former Member of WAAC

In terms of the purchase of a bench or tree, G. Rusk to contact Parks and report back.

4.7. Accessible Picnic Table – Farrow Riverside Miracle Park

P. Best to report back at the December 3, 2019 meeting.

5. Date of Next Meeting

The next meeting will be held on Tuesday, December 3, 2019 at 10:00 a.m. in Room 204, 350 City Hall Square West.

6. Adjournment

There being no further business, the meeting is adjourned at 11:33 o'clock a.m.

Sally Bennett Olczak
Co-Chair

Committee Coordinator



CITY OF WINDSOR
FINANCIAL VARIANCE BY ACCOUNT
 For the Period Ending November 21, 2019
 91.67% of Year Elapsed
 WAAC

November 21, 2019 at 15:51

CODE	DESCRIPTION	BUDGET	YTD ACTUALS	YE PROJECTED VARIANCE	PREVIOUS YEAR ACTUALS
<u>Revenues</u>					
7058	TRANSFER From Reserve Account	0.00	(2,597.32)	2,597.32	(5,370.00)
		0.00	(2,597.32)	2,597.32	(5,370.00)
<u>Expenses</u>					
2810	Parking, Permits and Passes	0.00	200.00	(200.00)	0.00
4248	TRANSFER to Reserve Account	0.00	0.00	0.00	2,597.32
4295	Public Relations	6,250.00	1,329.77	4,920.23	9,022.68
		6,250.00	1,529.77	4,720.23	11,620.00
	NET TOTALS	6,250.00	(1,067.55)	7,317.55	6,250.00
<u>Department</u>					
0111711	Windsor Accessibility Advisory	6,250.00	(1,067.55)	7,317.55	6,250.00
		6,250.00	(1,067.55)	7,317.55	6,250.00
	surplus				

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.

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.

(Date)

Dear Local Accessibility Advisory Committee members,

This letter is sent to you on behalf of the Windsor Accessibility Advisory Committee (WAAC) to gauge the interest of other local Accessibility Advisory Committees (AAC) in building a closer relationship and establishing a dialogue between us and our partners in the Region.

In trying to reduce and remove barriers for those with accessible needs in our community; we understand that the needs of the accessible community at large don't stop at a City or Town's borders. Therefore, we believe it to be in the interest of everyone that an open line of communication exists between WAAC and our fellow local Accessibility Advisory Committees.

By sharing our unique problems, solutions, and establishing open communication; we will help not only our individual communities but build an information network built on co-operation and co-ordination. Although the needs of our individual communities may differ, WAAC believes that working together will give us all a stronger voice and by sharing and learning from each other will be able to better tackle problems faced in our communities by knowing what works best and what doesn't.

Our hope is to eventually be able to hold a small get together in Windsor with two to three representatives from each AAC in the spring of 2020; the goal of which would be to discuss and share information in person. However, the details of such an event would be contingent on interest from you, our fellow local Accessibility Advisory Committee members.

Please respond to Karen Kadour, Committee Coordinator (kkadour@citywindsor.ca) should you be interested in working together with us

We look forward to hearing from you soon.

Yours truly,

Windsor Accessibility Advisory Committee

**City of Windsor Parks Department
Commemorative Tree Program
Common Tree Species Planting List for any given Planting Season**

Native Trees of Windsor/Essex

1. Autumn Blaze Maple
2. Silver Maple
3. Red Oak – Spring only
4. Burr Oak – Spring only
5. Swamp White Oak – Spring only
6. Pin Oak – Spring only
7. Hackberry
8. Honey locust
9. Sycamore – Spring only
10. Kentucky Coffee Tree

Non-Native Trees for Windsor

1. Little Leaf Linden
2. London Plane Tree – Spring only
3. Japanese Tree Lilac
4. Ornamental Pear (non fruit type)



Trees are living, growing, renewing and majestic. As part of our global awareness of the environment, trees, particularly the urban forest plays a very significant role.

Parks and Forestry Services is committed to greening the City of Windsor, assisting our community to expand and diversify its tree plantings. The Commemorative Tree Program, administered by Parks and Facility Operations, allows you to participate in a very special way in the greening of Windsor. For a very reasonable fee, you may purchase a tree which is planted in city parkland and maintained by city personnel.

A commemorative tree may be purchased in memory of a loved one, to celebrate a marriage or birth, to honour a retiree, as a gift for a graduating student, or for any special occasion. The tree will be planted in an appropriate site chosen by the Parks and Facility Operations, and will become a living tribute and remembrance of a person or event.

Ways to Participate

1. Purchase a Commemorative Tree

Applications for commemorative tree are accepted year round. Trees are planted as climactic conditions permit. Applicants for commemorative trees may choose from a variety of trees. These trees have been specially chosen for their growth potential in Windsor and as complements to the existing urban forest. All costs of planting a commemorative tree are borne by the applicant.

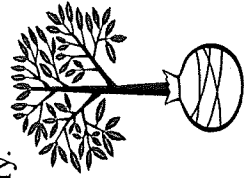
For specific fee information or details on particular trees, please contact the Manager of Forestry and Horticulture.

A complete application form is included in this flyer. Please complete and submit it to the Parks and Facility Operations, City of Windsor.

2. Make a donation

Cash donations (tax deductible) are accepted to help defray the costs of planting and maintaining trees throughout the city. Please feel free to contribute whatever you feel is appropriate (minimum \$25). Cheques should be made payable to the City of Windsor and clearly marked for Forestry.

For more information, call:
Parks and Facility Operations
253-2300



Please mail this form to:

City of Windsor,
Parks and Facility Operations
2450 McDougall Street
Windsor, ON N8X 3N6
Manager of Forestry and Horticulture

Donation and Commemorative Tree Order Form

Name: _____
Address: _____
Postal Code: _____
Phone: (Home) _____
Phone: (Business) _____

1. Commemorative Tree Purchase

Type of Tree Preferred: _____

(A variety of trees are available for planting through this program. Discuss your choice with Parks and Facility Operations.)

Location Preferred: _____

Inscription for Plaque: _____

Costs

Tree (including purchase, planting, initial watering)

\$275.00

Flush mounted plaque (optional)

Yes No

\$330.75

Total

(Enclose cheque payable to the City of Windsor)

Signed _____

2. Donation for Trees

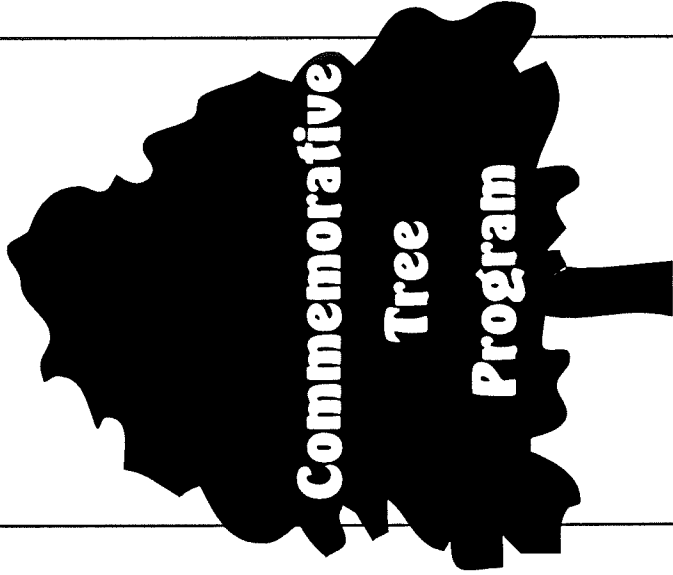
Total Donation

(Enclose cheque payable to the City of Windsor and mark it clearly for Forestry)

A letter of appreciation will be sent to the donor along with a tax receipt.



www.citywindsor.ca



**City of Windsor
Parks and Facility Operations**