



Windsor Accessibility Advisory Committee (WAAC)

Meeting held September 24, 2026

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 (arrives at 10:42 p.m.)
Riccardo Pappini
Nicholas Petro

Also present are the following resource personnel:

Mark Keeler, Accessibility Diversity Officer
Ian Day, Senior Manager, Parks Department
Bill Kralovensky, Manager, Transportation Operations
Wadah Al-Yassiri, Manager Parks Department
Prem Patel, Manager Transportation Planning & Design
Karen Kadour, Committee Coordinator

1. Call to Order

Sally Bennett Olczak, Co-Chair calls the meeting to order at 10:03 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 Riccardo Pappini, seconded by Nicholas Petro,

That the minutes of the Windsor Accessibility Advisory Committee of its meeting held June 18, 2026, **BE ADOPTED** as presented.
Carried.

4. Operating and Capital Budgets

Mark Keeler, Accessibility Diversity Officer advises that the current balance of the Operating Budget is \$6,250. The current balance of the Capital Budget is \$223,860. Sally Bennett Olczak, Chair states that the balance after the item relating to the Accessible Taxi Permits is passed by Council, the balance will be \$2,290 in the operating funds.

Sally Bennett Olczak indicates that the expenditures on the capital side total \$250,000 and as a Committee should be very proud of the recommendations of the responsible nature; and advocacy for accessibility for the community in terms of public dollars.

5. Business Items

5.1 Capital Projects Update

Mark Keeler provides an overview of the following three projects:

- Central Library
- Huron Lodge
- All Saints Church

Central Library - Mark Keeler reports that the Central Library will be moving into the 400 City Hall Square East building. He further advises that the Riverside Branch accessibility improvements will commence in late October 2026.

Huron Lodge – Mark Keeler advises that he will be meeting with the Manager of Resident Services – Huron Lodge to provide assistance with the next steps to begin the project; i.e. dealing with contractors.

All Saints Church – Mark Keeler states he recently has met with Children's Services along with the engineers and architects. It was determined that the ramp that was originally planned cannot be installed and are looking at revising the estimate downwards to account for this. Additional initiatives include automatic door openers, and a temporary or removable ramp.

Riccardo Pappini asks if other design options were considered for the ramps, i.e. a linear ramp. Mark Keeler responds that it was determined that it would not fit the church.

5.2 2026 Facility Accessibility Design Standard

Mark Keeler reports that the 2026 Facility Accessibility Design Standard (FADS) has been completed.

Riccardo Pappini commends the work that was done by the Infrastructure group especially the graphics. The members wholeheartedly endorse the 2026 Facility Accessibility Design Standard.

Wadah Al-Yassiri congratulates Mark Keeler for the tremendous work he accomplished along with the Infrastructure group to bring the FADS document to fruition.

Moved by Nicholas Petro, seconded by Peter Best,
That the 2026 Facility Accessibility Design Standard **BE ENDORSED**.
Carried.

5.3 Operating Budget Expenditures for 2026

The Chair notes that the current operating budget is \$2,290. Mark Keeler suggests the purchase of branded materials for events, i.e. a tablecloth, runner banners, give-away swag, final luncheon and pull-up signage.

Peter Best, Co-Chair recommends that the WAAC Committee “get the word out” regarding what the Windsor Accessible Advisory Committee (WAAC) is and what they do for the community.

Moved by Riccardo Pappini, seconded by Peter Best,
That **APPROVAL BE GIVEN** to an upset limit of \$2,290 from the 2026 Operating Budget for the purchase of branding and promotional items and other incidental goods.
Carried.

5.4 Adoption of the WAAC Annual Report

Peter Best, Co-Chair remarks that WAAC is an important resource and benefit for the community and suggests improving our communication links through education to allow for a better understanding for those with accessibility needs.

Moved by Peter Best, Co-Chair, seconded by Nicholas Petro,
That the Windsor Accessibility Advisory Committee (WAAC) 2026 Annual Report **BE APPROVED**.
Carried.

5.5 Corporate Initiatives Update

Mark Keeler indicates that the most important initiative is the Audible Transit Maps. He is pleased to report that Transit Windsor has been working with him directly with the new maps. He explains that these maps provide an audio way for a person with a visual impairment to listen through and conceptually construct how a route moves through the city. These maps will be available to the public in October 2026.

Peter Best, Co-Chair refers to the possibility of a tactile map and advises that a member of the community who works with 3D printing has offered to develop a tactile map of the various bus terminals. This will allow for individuals who are visually impaired to be able to physically touch and feel the layout of the various bus terminals. Mark Keeler remarks that the idea of an audio map and a tactile map would be the first in the Province of Ontario.

Mark Keeler advises that one of the diversity initiatives in 2018 required by Council was the development of an inclusion lens that provides guidance to ensure everyone is included. It is generally agreed that this matter will be deferred to the next term of Council.

Mark Keeler reports that he has begun work on the Accessible Consultation Procedure and Guide. The Guide will encompass the development of a new procedure and guide for departments, so they understand that mandatory consultation is required under the AODA. The Guide will be provided to the various departments in October 2026.

5.6 Fest-for All Update

Danica McPhee advises that hundreds of people attended the Fest-for All event held in the Community Centre. She adds it was so thoughtfully designed; i.e. ASL interpreters, and live captioning was available along with a quiet space for folks to rest. Also present were therapy dogs and therapy ponies. She remarks they were able to connect with most if not all of the Windsor Essex County Accessibility Advisory Committee tables; many of which expressed a desire to stay in contact.

Danica McPhee expresses concern that para-athletic events are located outside of the City of Windsor which causes transportation challenges that are barriers for the community members to get to these accessible recreation opportunities. Peter Best remarks that when one of the facilities is accessible, it is difficult to acquire ice time or pool time. It is suggested that AAC meetings be held via Zoom be held to bring people together to discuss various accessible concerns.

Mark Keeler thanks Danica McPhee for arranging this wonderful event. He adds that the Committee approved the allocation of funds for promotional items and branding for events, i.e. tablecloths and signage.

Nicholas Petro thanks Danica McPhee for the invitation to attend the event and concurs that reaching out to other AAC's and having an open dialogue has been something that WAAC has wanted to do for many years.

Mark Keeler remarks that having those discussions are imperative given what Peter Best and Danica McPhee have stated relating to transportation and recreation, i.e. how does someone go from Lasalle to Tecumseh where the activities are occurring.

The Chair thanks Danica McPhee for her leadership and subject expertise which is greatly appreciated.

5.7 Parking Matter – 100 Ouellette Complaint

Mark Keeler advises that he attended the site of the complaint on two occasions. He provides an overview of the complaint as follows:

- A resident lodged a complaint with the city regarding the parking zone at 100 Ouellette Avenue (Federal Building where the Passport Office is located).
- There is angled parking on Pitt Street and according to the resident that parking conversion removed the accessible space on the east side of Ouellette, so folks have to cross the street.
- The parking zone in front of that building (100 Ouellette) only has parking for 2 spaces.
- Recommended that Operations conduct a review of the parking space allocations for angle parking; either move the accessible space from the west side to the east side of Pitt or designate the first space on the east side of Pitt as an accessible space, provide the pavement markings and signage.

Councillor Fred Francis leaves the meeting at 11:02 o'clock a.m.

Danica McPhee states that the "old" FADS did not address angled parking and asks if this is noted in the new FADS or is that an oversight that should be rectified. The Chair suggests this should be flagged for further review.

Bill Kralovensky, Manager Transportation Operations advises he is aware of this issue and at this time is a work in progress. He states that additional handicap signs have been installed on the streets. To sum it up, there was parallel parking to the curb before with only one accessible space. There are now two accessible spaces with the off loading in between. As FADS is not included, there is nothing that refers to angled parking however, they continued with their parking lot sizes (A & B) size and also included many more commercial zones, i.e. Capitol Theatre. He notes when one pulls up to a commercial zone, it doubles as an accessible which has been placed on every corner. Once this is completed, an overview map will be provided on the city's parking website which will identify where every accessible parking space is downtown; whether it is angled

spots, or a commercial zone. This information should be available on the website in approximately two weeks.

Sally Bennett Olczak, Co-Chair thanks Bill Kralovensky for his report and indicates that the Committee is very supportive and will ensure that this FADS piece will be directed to our Infrastructure working group for discussion.

Bill Kralovensky indicates in doing some research, it was discovered that it is somewhat safer for an accessible person to exit a vehicle in the angled parking as opposed to the parallel parking because if you're the driver, the door will open up into traffic.

Peter Best asks with angled parking, will there be curb cuts to allow for a person to go on a clear pathway. Bill Kralovensky responds that with the curb cuts all spaces are closed to either an intersection or a driveway cut, i.e. wheelchair.

Nicholas Petro questions presuming that the angled parking there is a curb cut nearby, does that account for people parking incorrectly. Bill Kralovensky responds where there was one single one to the curb, it is now two with the hash markings in the middle with an egress type of area.

5.8 Adoption of the WAAC Letter to Council

Sally Bennett Olczak, Co-Chair acknowledges a need to close out this iteration of the Windsor Accessibility Advisory Committee - 2022 to 2026 with a comprehensive report that celebrates the accomplishments but also looking at the areas of important work that needs to go forward.

Peter Best, Co-Chair advises the importance of this report is that all members of WAAC worked together to acknowledge the work undertaken by this Committee over the last four years. He adds this symbolizes their thoughts and position on their service.

Riccardo Pappini states that the WAAC letter to Council captures the spirit of the 2022 to 2026 term.

Moved by Riccardo Pappini, seconded by Danica McPhee,
That the Windsor Accessibility Advisory Committee Letter to Council **BE ADOPTED.**
Carried.

5.9 Closing Comments from the Chairs

Sally Bennett Olczak, Co-Chair thanks the members of the Committee for exceptional work the last four years and commends each and every member and

Administration for their various talents and expertise. Kudos are also given to the many Administrative staff who attended the WAAC meetings to answer questions and to assist the Committee in various ways with their knowledge.

Peter Best acknowledges and appreciates the excellent work done by Sally Bennett Olczak to keep the Committee focused. In conclusion upon completion of the four-year term of volunteer service with WAAC, he extends his appreciation for being able to give service to our community. As Co-chair, he took on accessible subject advisory and topics of interesting concern. Along with all of the support and knowledge and dedication of the members, they have been able to offer their skill and life experience and hopefully have made a positive difference. It is his hope that Administration and Members of City Council will keep in mind that WAAC can be a valuable support and not only an obligation.

Danica Mc Phee agrees with what has been said and adds the experience has been impactful, and it is not the end of collaborating whether they are at this table or not.

Nicholas Petro remarks in four years they have done meaningful work and should be proud of what has been accomplished.

Riccardo Pappini thanks all the members of the current committee along with the past members and adds he has learned something at every meeting that he has attended. He adds that this experience has made him not only a better professional but also a better person.

Mark Keeler thanks Wadah al Yassiri for his assistance and congratulates him on his retirement.

Mark Keeler indicates that the WAAC Mandate may say 4 meetings a year, however, this doesn't come close to the thousands of e-mails and calls that are received behind the scenes before they get to these meetings.

Peter Best thanks the Committee and best wishes to all.

6. Adjournment

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