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Windsor, Ontario December 12, 2014

A meeting of the **Windsor Accessibility Advisory Committee** is held this day commencing at 2:00 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Wayne Meneguzzi, Chair
Kathy Iacovone, Vice Chair
Councillor Ed Sleiman
John Azlen
Peter Best
Sandra Friesen
Bridget Lefort (non-voting)

Regrets received from:

Jason Beaudin
Tanya Emmett

Guest in attendance:

Shauna Boghean, CNIB

Also present are the following resource personnel:

Sherri Arsenault, Acting Manager of Court Services
John Brunelle, Handi Transit
Tom Graziano, Manager of Facility Operations
Gayle Jones, Accessibility/Diversity Officer (participates via teleconference phone)
Terry Pearce, POA Prosecutor
John Wolf, Senior Manager of Traffic Operations, Parking & Transportation Planning
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 2:01 o'clock p.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. MINUTES

Moved by K. Iacovone, seconded by S. Friesen,

That the minutes of the Windsor Accessibility Advisory Committee of its meeting held September 9, 2014 **BE ADOPTED** as presented.

Carried.

4. PRESENTATIONS

4.2 Proposal for Funding from the Capital Project

Sherri Arsenault, Acting Manager of Court Services distributes a quote from Access Doors 'N' More in the amount of \$23,848.65 and also distributes various photographs of the doors/washrooms in the Provincial Court, attached as Appendix "A".

S. Arsenault provides the following as it relates to a request for funding from the Capital Account for accessible amenities/retrofits in the Provincial Court – Fine Payments, Westcourt Building:

- Recalls a recent scenario whereby a person in a wheelchair could not open the door leading into the Provincial Offences area and had to beep a horn from the hallway.
- Doors to access the Court are heavy, open inward and are quite narrow.
- If a person is unable to enter the Court, (due to inaccessible doors) they could be convicted of non-appearance.

G. Jones asks who is responsible for the renovation and retrofit? If the space is utilized by the City of Windsor, is the City responsible for the retrofit, or, are the renovations the responsibility of the landlord?

T. Graziano indicates any improvements to the space lies with the tenant (City of Windsor). He notes if the City vacates the premises; the benefit of the improvements will be lost. T. Pearce reiterates the City is responsible for repairs and maintenance to the premises.

G. Jones states it would be prudent to make any decisions relating to the retrofit contingent upon approval by the Legal Department (that such retrofit would be the responsibility of the City) and written agreement by the landlord.

Councillor Sleiman questions if any discussions have been held with the landlord relating to cost sharing this initiative.

Moved by K. Iacovone, seconded by Councillor Sleiman

That the request for accessible amenities/retrofit for the Provincial Court – Fine Payments, Westcourt Building, 99 Chatham Street East in the amount of \$24,000 from the Capital Project 7035138 (Accessibility) Fund **BE APPROVED IN PRINCIPLE** subject to the following conditions:

- Approval by the Office of the City Solicitor

- Written agreement and approval by 837690 Ontario Ltd. o/a Westcourt Place
- Discussion with 837690 Ontario Ltd. to determine cost-sharing options
Carried.

The Chair thanks Sherri Arsenaault for her presentation.

4.1 Proposal for Funding from the Capital Project

John Wolfe, Senior Manager of Traffic Operations, Parking & Transportation Planning is present to request funding for the purchase of two Audible Pedestrian Signals (APS) to assist the visually impaired in knowing when they are able to cross the street at signalized intersections. He notes the two locations for the APS are Wyandotte Street East/Raymo and Wyandotte Street East/Pillette. He indicates currently there are six audible traffic signals in the city.

J. Wolfe states in 2016, under the AODA, when over 50% of pedestrian signals are to be replaced at signalized intersections, installation of APS will become mandatory.

S. Boghean reports there are different styles of APS which include sounds like beeping, chirping, and cuckooing. She indicates the APS located at Wyandotte and California is too loud and can be distracting. She further noted it can be confusing for persons who are blind if the signals are too loud and they can hear the audible traffic signals when they are at another intersection.

P. Best states the location and height of the button on the APS is extremely important. He notes vibration of the mechanism assists the visually impaired to locate the button. He adds the public should be apprised of the APS.

J. Wolfe suggests the utilization of a “chirp” in one direction and a “cuckoo” in the opposite direction. He states the APS is fully recordable and any sounds can be made which includes a voice that says “cross Wyandotte Street now”. He notes that holding the button and signal together activates the sound (in approximately 5-6 seconds). He noted they would be open to suggestions from the Committee regarding the most appropriate sounds.

P. Best states there is a need for a standard sound for those travelling in a north/south and east/west direction.

Moved by P. Best, seconded by J. Azlen,

That **APPROVAL BE GIVEN** to an expenditure in the amount of \$19,000 (excluding taxes and freight) from the Capital Project 7035138 Accessibility (Fund) for the purchase of two (2) Audible Pedestrian Signals to be located at the Wyandotte Street East/Raymo intersections and the Wyandotte Street East/Pillette Road intersections.

Carried.

The Chair thanks John Wolfe for his presentation.

5. **BUSINESS ITEMS**

5.1 **Canada Post Community Mailbox Implementation in Windsor**

The salient points of discussion as it relates to the Canada Post Community Mailbox implementation in the City of Windsor are as follows:

- Door to door mail delivery will be phased out over a five year period.
- Persons with disabilities can request an accommodation, i.e. door to door delivery once a week, however, a doctor's note will be required for this service.
- Canada Post determines the locations of the community mailboxes but the City is reviewing and commenting on the suggested locations.
- WAAC to submit comments to Administration regarding this initiative.
- Suggestion to also include persons with disabilities other than just mobility disabilities to receive accommodations such as the once a week mail delivery. (ie: visually impaired, developmental disabilities, and those with mental illnesses who would have difficulty with such a task)

K. Iacovone provides a "draft" letter written on behalf of the Multiple Sclerosis Society outlining concerns relating to the community mailboxes, attached as Appendix "B". Some of the concerns include adequate lighting, panic button with direct link to emergency services, snow and ice removal and ensure individuals can access their mail if using a mobility device.

Moved by K. Iacovone, seconded by B. Lefort,

That a Subcommittee **BE ESTABLISHED** to review and provide comments relating to the Canada Post Community Mailbox implementation in the City of Windsor.

Carried.

5.2 **Accessible Taxi Cabs**

G. Jones suggests the Supervisor of Licensing be invited to attend a future meeting of WAAC to provide an update relating to accessible taxi cabs.

6. **CHAIR'S REPORT**

No report.

7. **DIVERSITY OFFICER'S REPORT**

G. Jones advises she will provide concerns and comments to the Community Mailbox Subcommittee prior to their first meeting.

In terms of the bus drivers announcing stops on Transit Windsor buses, Councillor Sleiman contacts the Director of Operations by phone for an update. The Director of Operations

advises the RFP will close on January 9, 2015 and it will take approximately 12-18 months for implementation of the project (dependent on the successful proponent).

8. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:40 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA
WINDSOR ACCESSIBILITY ADVISORY COMMITTEE
held Friday, December 12th, 2014
at 2:00 o'clock p.m.
Room 407, 400 City Hall Square East

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **MINUTES**

Adoption of the minutes of the meeting held September 9, 2014.

4. **PRESENTATION**

4.1 **Proposal for funding from Capital Project**

Request from Traffic Operations - Installation of Audible Pedestrian Signs – The Proposal for Funding from the Capital Project is ***attached.***
Draft letter from Shauna Boghean, CNIB to the Director, Pillette Village BIA is ***attached.***

4.2 **Proposal for Funding from Capital Project**

Request from Provincial Offences (Provincial Court – Fine Payments) for accessibility improvements – The Proposal for Funding from the Capital Project is ***attached.***

5. **BUSINESS ITEMS**

5.1 **Canada Post Community Mailbox Implementation in Windsor**

Drafting Committee Comments

5.2 **Accessible Taxi Cabs**

Update by subcommittee and discussion of next steps.

6. **CHAIR'S REPORT**

7. **DIVERSITY/ACCESSIBILITY OFFICER'S REPORT**

8. **ADJOURNMENT**



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Windsor, Ontario N8S 4R6
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Fax: 519-974-2926
Email: accessdoors@bellnet.ca
Website: www.accessdoorsnmore.ca

Estimate # J14-616

December 12, 2014

City of Windsor
Email: mwelsh@city.windsor.on.ca

Attention: Mike Welsh

We are pleased to submit a quote for the following:
Supply all labour, material and equipment required to install...

Job: Westcourt Building

Install various automatic door operators on 3rd floor.

- 7 - Hunter Automatic Model HA-8 auto swing -39" box – clear anodized finish @ \$1,915.00 each
- 2 – 6" Activation round with logo switch
- 2 – 6" Round back boxes

LABOUR & MATERIAL \$ 13,405.00
HST EXTRA

1 – Hunter Automatic same as above with bathroom application

LABOUR & MATERIAL \$ 2,450.00
HST EXTRA

1 – 110 volt power supply to 9 units

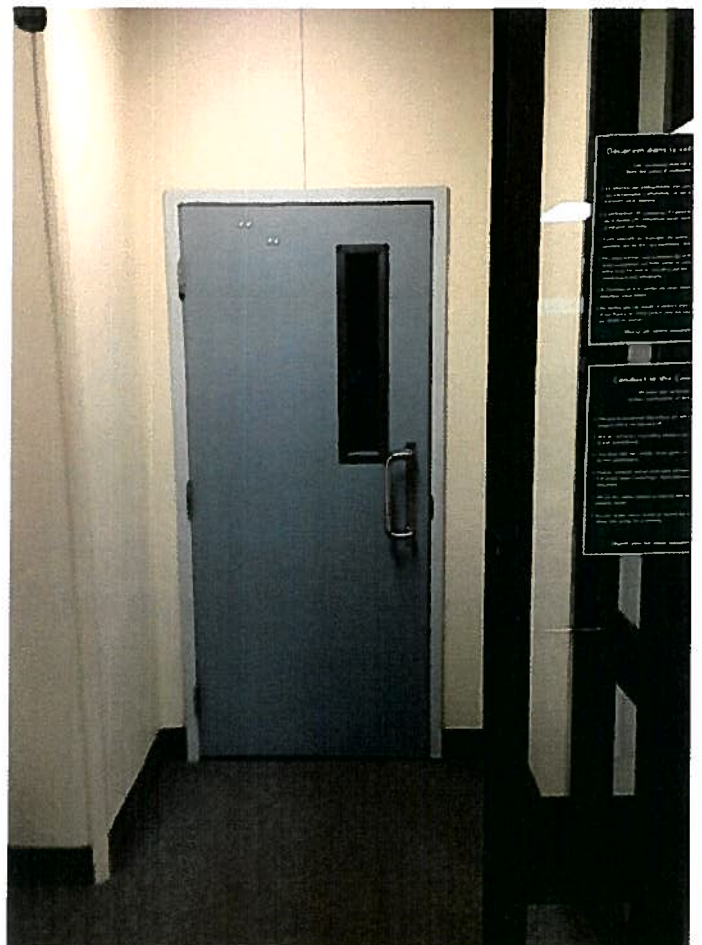
LABOUR & MATERIAL \$ 4,800.00
HST EXTRA

Cost for Security One to complete final hook up on front secured door
6 Hours labour @ \$75.00 per hour

LABOUR & MATERIAL \$ 450.00
HST EXTRA

SUB TOTAL \$ 21,105.00
PLUS HST 13% \$ 2,743.65
GRAND TOTAL \$ 23,848.65

Thank you.
Josh Prince
ACCESS DOORS 'N' MORE INC.
Email: accessdoors@bellnet.ca





November 22, 2014

RE: Termination of Home Mail Delivery – Impact on those with disabilities.

Dear

I am writing this letter on behalf of the Multiple Sclerosis Society, Windsor-Essex County Chapter. Currently we have a client base of 250, and an additional 75 active members. MS is a neurological disease most commonly diagnosed between the ages of 15 to 40; this area of Southwestern Ontario has a high rate of occurrence.

Canada has the highest rate of multiple sclerosis in the world. It is the main cause of adult disability with the exception of automobile accidents in this country.

We realize that a decision to end home delivery is already finalized and about to be rolled out. Our hope is that the needs of those with disabilities be considered with both thought and sensitivity. In that process, proper care has been taken in developing a plan that is sensitive to those needs.

Our key concerns:

1. Proper curb cuts are in place.
2. Adequate lighting is installed.
3. Accessibility of the boxes are lowered for those using a mobility device.
4. Boxes be marked in braille for those that are visually impaired.
5. That boxes be located in areas that are visible and do not leave our most vulnerable population at risk of harm due to isolated location.
6. Panic button – with direct link to emergency services.
7. That there will be adequate space surrounding the boxes, on paved surfaces .
8. That testing take place with persons using different size and type of mobility devices.
9. That a plan be in place for delivering the mail to those unable to get to their box.
10. A superior plan be in place for snow and ice removal around the boxes, and access to boxes be maintained in a superior manner.

We hope that Canada Post will be diligent in undertaking this plan. It is a worry for many. Please picture yourself or one of your family members in a circumstance of vulnerability due to a disability. Spend a few hours in a wheelchair, using a walker, or simulate a loss of vision and realize what this loss of service means to these people. All of us expect Canada Post to be by the side of all Canadians.