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Windsor, Ontario January 18, 2011

A meeting of the **Windsor Accessibility Advisory Committee** is held this day commencing at 1:30 o'clock p.m. at the Windsor Public Library 850 Ouellette Avenue Windsor, there being present the following members:

Wayne Meneguzzi, Acting Chair
Peter Best
Sandra Friesen
Kathy Iacovone
Eric Cross

Regrets received from:

Ken Vickers
Melissa –Jo Meyer
Charles Payne
David Kerr
Geraldine Glos

Guests present:

Bob Price, Analyst Programmer, City of Windsor I.T.
Dominic Carlone, Corporate Communications Writer/Editor, City of Windsor
Jean Foster, Director of Library Services, Windsor Public Library

Also present are the following resource personnel:

Tanya Emmett, APPD representative
Gayle Jones, Diversity/Accessibility Officer
John Brunelle, Handi-Transit Windsor
Kendra Thompson, Note Taker
Susan Vadori, Committee Coordinator (A)

1. CALL TO ORDER

The Chair calls the meeting to order at 1:31 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. NEW BUSINESS ITEMS

Nothing requested.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by P. Best, seconded by K. Iacovone

The minutes of the meetings held October 26, 2010 and November 16, 2010 and December 6, 2010 **BE ADOPTED** as presented.

Carried

5. PRESENTATION

5.1 Overview regarding Web site language – Verbal summary by Dominic Carlone, and B. Price.

B. Price and D. Carlone provide an overview of the web site content and appropriate language for content on the City web site. Presently the web site is undergoing a redesign with an anticipated redevelopment launch goal date of later this year. It is noted that technologic improvements, proper labeling and alternative text have been part of the transition focus. The Committee inquires if Transit Windsor bus schedule and routes will be included on this newly designed City web site. B. Price confirms this information from Transit Windsor is very popular and design will include a large type and an audio schedule is expected to be included on the open data site.

The Committee thanks D. Carlone and B. Price for their information and invite them to return to the Committee with any updates regarding this project.

5.2 Forest Glade Community Centre and Optimist Community Centre Accessibility

Forest Glade Community Centre Accessibility

A sub-committee, including G. Jones, E. Cross and P. Best previously toured the Forest Glade Community Centre and G. Jones provides Powerpoint presentation ***attached*** as Appendix "A".

G. Jones and members of the sub-committee note the following:

- The facility is generally in good condition;
- Open entrance with sliding accessible doors exist, adequate room door openings to meeting rooms;

Front entrance, Foyer and Front Counter

- front entrance has the sliding doors and is very accessible.
- foyer has lots of maneuvering room
- front desk area is fine

Kitchen:

- the wall clock is too placed too high,
- inadequate signage including Braille,
- lack of accessible door levers,
- sink difficult to access due to lower cupboards
- electric stove includes with the control knobs located at back of the unit and operator must reach over burners.

Hallway:

- concerns regarding glass panel placement in exterior door is too high,
- flooring and lighting were adequate.

Washrooms:

- concerns noted for accessible sink and door hardware,

- location of toilet and sink placement is cumbersome and reduces accessibility,

Emergency Signage

- lack of emergency signage that could be easily read, it was placed too high on the wall and covered with a glossy protective covering.

Parking Lot:

- accessible parking should be located closer to main entrance doorway.

Optimist Community Centre Accessibility

A sub-committee, including G. Jones, E. Cross and P. Best previously toured the Optimist Community Centre and G. Jones provides Powerpoint presentation attached as Appendix "B".

G. Jones notes the following:

Kitchen:

- The sink hardware was lever style,
- concerns regarding the electric stove includes control knobs located at back and operator must reach over burners,
- Counter space was utilized for storage,
- Stainless steel portable island impedes work flow and adds to the kitchen congested, the bulletin boards are hung too high on the walls.

Hallway:

- Concern is that the area is used for storage provides a waiting room for parents waiting to pick up children from attendance at programs.
- Lighting was adequate.
- room doors enter out and into small narrow corridor the width of the meeting room door, very difficult if not impossible to maneuver wheel chair through if seating is occupied along the edge of hallway
- No suitable area for person in wheelchair to wait for children in attendance.

Craft Room:

- concerns include the presence of regular door knobs instead of accessible lever style,
- room is used for storage.

Optimist Stage area:

- concerns that a very steep ramp is the only easy access from the stage area which is also used as a day care area;
- the air quality was noted as being poor.

Gym:

- the gym has well maintained wood parquet flooring,
- emergency lights will be activated if power failure occurs.

Front desk area:

- great counter height and nearby pay telephone is also a good height of use. However, it is noted that too many items are placed in the hallway and make navigation around them to utilize the telephone very difficult. Too congested in this area and impedes accessibility of hallway further.

Washroom:

- height of washroom directional sign is hung too high,
- the toilet is too low,
- the electric hand dryer in a dangerous location for visually impaired visitors,
- the sink hardware requires levers.
- Need a family friendly washroom.

Parking Lot:

- Lot drainage must be updated and address
- the location of the grates, drainage is a concern and a suggestion for a sidewalk to be installed and located on existed lawn and landscape area commencing from the main door exterior sidewalk extending north to connect pedestrians to handicap parking and Ypres Street.

John Glos leaves meeting at 2:50 o'clock p.m.

Committee discusses the next steps having regard for the budget and the need for a priority list is to be determined based upon the Community Centre audits.

It is generally agreed that an accessibility sub-committee is required and be formed to visit Adie Knox Community Centre on Tuesday January 25, 2011. The members attending on behalf of the committee are K. Iacovone, W. Meneguzzi, P. Best, E. Cross and G. Jones. The sub-Committee is requested to report back to the Committee with a report.

6. FINANCIAL

The Committee discusses the Financial Summary Variance Reports for Periods Ending December 31, 2010. The Committee discusses use of the funds and T. Emmett and P. Best provide information from the Windsor Essex Employment Group. Both T. Emmett and P. Best sit as members on the Employment Group Committee. T. Emmett explains that the focus of this committee is to assist people with disabilities to find employment opportunities. During National Action Awareness week scheduled for May 25 and 26, 2011 job shadowing occurs and employers and participants meet and discuss the value of the experience gained through the opportunities. The Committee discusses the possible involvement with the organization.

Moved by K. Iacovone, seconded by S. Friesen

That the Diversity Officer **BE AUTHORIZED** to research and report on the benefits of the Windsor Essex Employment Group involvement to assist people with disabilities to find employment opportunities and upon further research that the upset limit of \$5400 if the Committee deems appropriate **BE ALLOCATED** from the 2010 Budget towards the involvement with the program.

Carried

7. BUSINESS ITEMS

7.1 Tour of Windsor Public Library Main Branch

A brief Windsor Public Library Main Branch tour is conducted by J. Foster.

J. Foster highlights the following:

- Many financial contributions provided from WAAC funding over the years include upgrades to the elevator, accessible washrooms, push button door openings, improved flooring with compatible lighting for low vision visitors and computer programming such as Daisy software, having a funding partnership with the CNIB.
- The Director encourages dialogue of any future needs be brought forward and subject to budget availability allocation or other funding sources could be sought.

The Committee thanks J. Foster for the extensive tour and information and appreciates the opportunity to use the Auditorium for its meeting purposes today.

7.2 Update – Community Centre Tours

This item was considered under item 5.2.

7.3 Update – Windsor Water World – Accessibility Gym update

Moved by K. Iacovone, seconded by S. Friesen

That the information contained in this report Windsor Water World Accessible Fitness Equipment Upgrade authored by Scott Bisson Supervisor of Community Programming at Windsor Water World, dated January 11, 2011 **BE DEFERRED** and this item is to **BE INCLUDED** on an upcoming agenda.

Carried

7.4 Canterbury College Annual Gala Dinner

The Committee receives the notice.

7.5 Canadian Mental Health Association – “Positioning Kids and Families for Success”

The Committee receives the notice.

8. DIVERSITY AND ACCESSIBILITY OFFICER REPORT

Report is discussed in Items 5.2 and 6.1 and 7.2.

9. DATES OF NEXT MEETINGS

G. Jones notes that site plan review will be conducted and become a regular Accessibility Committee agenda. The following meeting dates are scheduled to provide adequate time for input to the Planning Advisory Committee regarding each application. The following are the next meeting dates however locations are to be determined, start time to be confirmed in Agenda:

Tuesday, February 15, 2011
Tuesday, March 22, 2011
Tuesday, April 19, 2011
Tuesday, May 17, 2011
Tuesday, June 14, 2011

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:30 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR