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Windsor, Ontario July 3, 2014

A meeting of the **Windsor Accessibility Advisory Committee** is held this day commencing at 2:00 o'clock p.m. in Room 204, 400 City Hall Square East, there being present the following members:

Wayne Meneguzzi, Chair  
Kathy Iacovone, Vice Chair  
Councillor Ed Sleiman  
John Azlen  
Jason Beaudin (arrives at 2:43 p.m.)  
Peter Best  
Tanya Emmett

**Regrets received from:**

Bridget Lefort  
Christine Trudell-Conklin

**Guests in attendance:**

Carmen Brunone, Architectura  
Shauna Boghean, CNIB, Specialist, Orientation and Mobility  
David Hanna

**Also present are the following resource personnel:**

Wadah Al-Yassiri, Project Administrator  
John Brunelle, Handi Transit  
Adam Coates, Planner II, Urban Design  
Tom Graziano, Manager of Facility Operations  
Gayle Jones, Accessibility/Diversity Officer  
Ray Mensour, Manager, Arenas & WFCU Centre  
Colleen Middaugh, Project Administrator  
Anne Mullen, Manager, Human Rights/Accessibility, University of Windsor  
Stacey Shyshak, Project Administrator  
Jan Wilson, Executive Director, Recreation & Culture  
Mark Winterton, Executive Director of Operations  
Karen Kadour, Committee Coordinator

1. **CALL TO ORDER**

The Chair calls the meeting to order at 2:00 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 Councillor Sleiman, seconded by P. Best,  
That the minutes of the Windsor Accessibility Advisory Committee at its meeting held  
November 5, 2013 **BE ADOPTED** as presented.  
Carried.

4. **PRESENTATIONS**

4.2 **Windsor's Community Museum Expansion Project**

Colleen Middaugh, Project Administrator is present to provide information relating to the Museum Development Project. A memo from the Project Administrator dated June 24, 2014 entitled "Windsor's Community Museum Expansion Project" is distributed and ***attached*** as Appendix "A". The salient points of discussion relating to the Museum Expansion Project are as follows:

- The Recreation & Culture Department, City of Windsor is moving forward with improvements to the City's Community Museum, which includes storage and exhibit space improvements at the Francois Baby House at 254 Pitt Street West, and expansion of the museum to occupy the first floor of 401 Riverside Drive West, formerly occupied by the Art Gallery of Windsor.
- The Art Gallery will continue to occupy the second and third floors of 401 Riverside Drive West.
- A new Children's Gallery with dynamic exhibits and interactivity created from the former gift shop
- Development of exhibition/display space in the Concourse
- Development of temporary exhibit and programming space in the former restaurant area
- Modification of the entrance way to provide separate secure entrances for the art gallery and community museum as they have different hours of operation.
- Development of a permanent gallery on Francophone Heritage in the Francois Baby House
- Development of a permanent gallery on the War of 1812, the Battle of Windsor and the history of the Baby House at the Francois Baby House.
- Expansion of space in the Francois Baby House to showcase the Museum's archives.

In response to a question asked by Councillor Sleiman regarding if the washrooms at 401 Riverside Drive East are accessible, C. Middaugh responds the washrooms are accessible.

G. Jones asks what modifications will be made to the built environment. C. Middaugh states the doorways will be modified to create a more open concept. G. Jones suggests the City of Windsor Facility Accessibility Design Standards and the AODA standards for indoor environment be met.

The Chair thanks C. Middaugh for her presentation.

#### **4.3 New City Hall Project**

Wadah Al-Yassiri, Project Administrator, and Carmen Brunone, Architectura are present to provide information relating to the New City Hall/Civic Centre Project. The highlights of the presentation as they relate to the New City Hall Project are as follows:

- Will work closely with the Accessibility/Diversity Officer to ensure compliance with the AODA for the new build
- City Council at its meeting to be held August 25, 2014 will review the preliminary design renderings of City Hall and the Civic Centre
- Complete full design/tender documents – September 2014 to August 2015
- Council approves design rendering/features – February 2015
- Prequalify construction bidders – June 2015
- Issue tender documents – September to October 2015
- Award Tender (if within budget) – October 2015
- Construction Phase – November 2015 to December 2017
- Colour and textures will be taken into consideration

S. Boghean notes the CNIB will provide resources in keeping with the AODA relating to colours and textures. W. Al-Yassiri indicates the information provided by the CNIB will be passed along to the design team.

W. Al-Yassiri requests any further comments/concerns from the members be vetted to G. Jones and then forwarded on to him.

The Chair thanks W. Al-Yassiri for his presentation.

#### **4.1 Sidewalk Wheelchair Ramps: Tactile Warning Surfaces**

Stacey Shyshak, Project Administrator and Shauna Boghean, CNIB are present to provide information relating to tactile warning surfaces on sidewalk wheelchair ramps.

S. Shyshak states bubble type slip resistant plastic mats were recently installed at the Wyandotte/Hall intersection. She expresses concern with curved radiuses at intersections as the mats are square which must be cut at angles to fit the area.

P. Best asks if the purpose of the mats is to provide direction. S. Shyshak retorts the purpose of the mats is to warn the pedestrian that they are about to enter into a street.

G. Jones states the AODA has set the standards for tactile surfaces and the information being sought from the Committee covers items not detailed in the standards.

S. Shyshak reports the ideal way to install ramps is to design two separate wheelchair ramps with the ramps going in different directions with a hump in between. Ideally for new intersections this is what should be designed but some existing intersections may be more difficult.

S. Boghean asks for the size of the hump between the separate ramps and notes it should be approximately four feet (size of the wheelchair wheels). She inquires if the mats have been tested to ensure the wheelchair wheels don't get stuck. S. Shyshak reports they are designed not to trap the wheels and the mats are extremely slip resistant.

A. Coates notes he is currently working on the Walkerville Streetscape project and asks if the Committee agrees to use black tactile domes. He further states a brown coloured concrete will be implemented outside the sidewalks with bollards in between the pedestrian crossings with tactile domes. S. Shyshak indicates the colour "yellow" has been chosen for the standard throughout the City but based on input from the committee; the opportunity exists to utilize other colours in special areas such as BIA's.

P. Best indicates the colour "black" is natural to the environment, i.e. sewer grates, asphalt. The choice of the colour "yellow" is preferable. He states the more height, space, texture and colour, all of these factors will assist visually impaired individuals.

In response to a question asked by P. Best regarding if the bollards are black, A. Coates responds the bollards are indeed black and cast iron. It is generally agreed the bollards should be yellow.

The Chair thanks S. Shyshak and A. Coates for their presentation.

#### **4.4 Funding Request – Ramp at WFCU Arena**

J. Beaudin discloses an interest as he has a relative employed by the WFCU Arena.

Ray Mensour, Manager, Arenas and WFCU Centre is present to request funding in the amount of \$16,642.07 for the purchase of a multi level ramp system to be utilized in conjunction with risers and staging currently in place at the WFCU Centre (Community Centre and Spectator Rink). Currently, the facility does not offer ramp access to any of its staging systems which is excluding some patrons from accessing the stage. He advises high school graduation ceremonies trade shows, consumer shows, concerts, etc. are held at the WFCU Arena. He reports a "S" shaped ramp has been purchased.

J. Wilson indicates when the Arena was being constructed; thought was not given to the use of a stage as there were minimal events when the Arena first opened. As community events have increased, there is a need to have the proper equipment on site.

G. Jones advises when WAAC toured the WFCU Arena, it is her recollection that the Committee did not consider a ramp for the stage at that time.

J. Aslen expresses concern with the cost of the ramp (\$16,642.07). He states an aluminum ramp costs approximately \$10,000 not \$16,642.07.

J. Beaudin questions when the ramp was purchased. R. Mensour responds the ramp was purchased when the application for funding from WAAC was completed.

T. Emmett suggests the price of the ramp be cost-shared between the WFCU Arena and WAAC.

Moved by Councillor Sleiman, seconded by J. Azlen,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$8,000 to be derived from the Capital Project (Accessibility) Project Fund 7035138 towards the purchase of a four foot multi level ramp system for the WFCU Arena.

Carried.

J. Beaudin abstains from voting as a family member is employed at the WFCU Arena.

P. Best voting nay.

The Chair thanks R. Mensour for his presentation.

## 5. **BUSINESS ITEMS**

### 5.1 **Accessible Customer Service**

G. Jones provides information relating to blind tandem cycling in which blind and visually impaired cyclists are paired with sighted cyclists. It is generally agreed a subcommittee be established regarding blind tandem cycling. The following WAAC members volunteer to sit on the subcommittee – Councillor Sleiman, J. Azlen, J. Beaudin, P. Best, K. Iacovone and T. Emmett.

### 5.2 **Accessible Transit**

G. Jones suggests a member of WAAC have representation on the Transit Windsor Board.

M. Winterton states the Board will meet only once a year on a perfunctory basis. He suggests a formal request be made to Councillor Marra, Chair of the Transit Windsor Board.

Moved by J. Azlen, seconded by P. Best,  
That a formal request for a WAAC member to sit on the Transit Windsor Board as a voting member **BE SENT** to Councillor Marra, Chair, Transit Windsor Board.  
Carried.

### **5.3 Accessible Employment**

G. Jones indicates she is endeavoring to acquire longer term accessible employment placements within the Corporation of the City of Windsor. J. Azlen, T. Emmett and P. Best volunteer to sit on the accessible employment subcommittee.

### **5.4 Accessible Built Environment**

G. Jones reports that during her recent visit the paths and concrete pads were installed in Paterson Park, however, the picnic tables and barbeques were not yet in the Park at that time.

G. Jones states Lions Manor is adjacent to Alexander Park where fishermen place tackle boxes on the walking path thereby obstructing a clear path for the blind and visually impaired when they are navigating the path. She suggests a line delineating the area where the fishermen fish and the people walk be provided and, to place signage that directs the fishermen to keep the area clear. She further noted that a number of other accessibility improvements for the blind were recommended during our audit last year. Gayle will forward the Committee the summary of the Audit.

## **6. CHAIR'S REPORT**

No report.

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

G. Jones explains the Face to Face Project is an initiative taken by the Windsor Essex Employment Group that provides a day and a half of job shadowing experience to individuals with disabilities. She indicates the City of Windsor hosted numerous Face to Face participants in 2014.

Moved by J. Beaudin, seconded by K. Iacovone,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$1,000 (*subject to available funds*) to be provided to the Windsor Essex Employment Group for the 2014 Face to Face initiative.

Carried.

P. Best, J. Azlen and T. Emmett abstain from voting on the matter.

In response to a question regarding if WAAC members are interested in sitting on the Transportation Subcommittee, P. Best and J. Azlen volunteer.

**8. DATE OF NEXT MEETING**

The next meeting will be held at the call of the Chair.

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:00 o'clock p.m.

\_\_\_\_\_  
CHAIR

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COMMITTEE COORDINATOR

**AGENDA**  
**WINDSOR ACCESSIBILITY ADVISORY COMMITTEE**  
**held Thursday, July 3, 2014**  
**at 2:00 o'clock p.m.**  
**Room 204, 400 City Hall Square East**

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**1. CALL TO ORDER**

**2. DECLARATIONS OF CONFLICT**

**3. MINUTES**

Adoption of the minutes of the meeting held November 5, 2013 (*previously distributed*).

**4. PRESENTATIONS**

- 4.1 Sidewalk Wheelchair Ramps: Tactile Warning Surfaces- Stacey Shyshak- Project Administrator (Attachment #1)
- 4.2 Windsor's Community Museum Expansion Project- Colleen Middaugh- Project Administrator
- 4.3 New City Hall Project- Wadah Al-Yassiri- Project Administrator
- 4.4 Funding Request- Ramp at WFCU Arena- Ray Mensour, Manager, Arenas & WFCU Centre (Attachment #2)

**5. BUSINESS ITEMS**

- 5.1 Accessible customer service-- Accessible Recreation ideas
- 5.2 Accessible Transit- WAAC representative on Transit Board- Next term
- 5.3 Accessible Employment- Accessible employment subcommittee
- 5.4 Accessible Built Environment- Paterson Park update

**6. CHAIR'S REPORT**

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

**8. DATE OF NEXT MEETING**

**9. ADJOURNMENT**





# THE CORPORATION OF THE CITY OF WINDSOR

## Memo

**To:** Windsor Accessibility Advisory Committee  
**From:** Colleen Middaugh, Project Manager (Construction)  
**Date:** Tuesday, June 24, 2014  
**Subject:** Windsor's Community Museum Expansion Project

### Project Details

The Recreation and Culture Department of the City of Windsor is moving forward with improvements to the City's Community Museum, which includes storage and exhibit space improvements at the Francois Baby House at 254 Pitt Street West, and expansion of the museum to occupy the first floor of 401 Riverside Drive West, formerly occupied by the Art Gallery of Windsor (AGW). The AGW does and will continue to occupy the second and third floors of 401 Riverside Drive West.

In broad terms, City Council approved improvements include:

- A new, permanent, engaging exhibit on Windsor in what is now called the Barbaro Gallery at 401 Riverside West
- Exhibition/programming space in what is now called the Tepperman Sculpture Court - with a proposed theme of First Nations/Original Peoples
- Efficient auditorium/programming/temporary gallery space created in what is now the Wilkinson Room
- A new Children's Gallery with dynamic exhibits and interactivity created from the former gift shop and art rental and sales space
- Development of exhibition/display space in the Concourse
- Development of retail space in the southwest area of the Concourse
- Development of temporary exhibit and programming space in the former restaurant area
- Modification of the entrance way to provide separate secure entrances for the art gallery and community museum as they have different hours of operation.
- Improvements to the infrastructure to preserve and protect the collection including but not limited to HVAC system improvements, security system updates, IT and telephone system upgrades and conversion to LED lighting.
- Creation of additional storage space through restructuring the mezzanine of 401 Riverside West, repurposing the former gift shop storage room into artefact storage at 401 Riverside West, and converting the children's activity area in the Francois Baby House to visible storage space.
- Development of a permanent gallery on Francophone Heritage in the Francois Baby House
- Development of a permanent gallery on the War of 1812, the Battle of Windsor and the history of the Baby House at the Francois Baby House
- Expansion of space in the Francois Baby House to showcase the Museum's archives
- A review of the security currently existing at the Francois Baby house.

## Consultant Team

The City has hired a team of Consultants to assist in accomplishing the design and implementation of the proposed museum improvements. The table below outlines the names of the Consultants involved, along with a description of the services being provided.

<b>Consultant Name</b>	<b>Services Provided</b>
Hariri Pontarini Architects (HPA)	Architectural and consulting services for design and construction of renovations to the ground floor at 401 Riverside Drive West to accommodate the expansion of Windsor's Community Museum, as well as modifications to the Francois Baby House, to better store and display artefacts at both locations.
Lord Cultural Resources	Exhibit consultant services for the layout and support for the procurement of the exhibits for the expanded museum at both locations.

## Schedule

The Consultants are in the preliminary design and planning stages at this time. Due to tight Federal funding deadlines, the improvements will be tendered under two separate contracts. Work eligible under the Federal grant is to be completed by March 31, 2015.

Significant milestones are noted in the table below.

<b>Milestone</b>	<b>Target Date</b>
<b>Construction - Building Renovations</b>	
Construction Tender	August 2014
Construction Commences	September 2014
Construction Complete	March 31, 2015
<b>Exhibition Installation</b>	
Exhibition Tender	November 2014
Exhibit Fabrication and Installation Commences	January 2015
Exhibit Fabrication and Installation Complete	September 2015
<b>Start of Museum Operations</b>	
Start of Museum Operations, including Exhibits	October 2015

This is a very aggressive timeline as construction of the grant eligible components is anticipated to take approximately 6 - 7 months.

## Next Steps

A public open house is tentatively scheduled for late July 2014 (date/time/location to be confirmed). Members of the Accessibility Advisory Committee are encouraged to attend and to provide comments on the proposed exhibition plans.

Signed: \_\_\_\_\_