

**Windsor Accessibility Advisory Committee  
Meeting held June 12, 2018**

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 2:00 o'clock p.m. in the Council Chambers, 3<sup>rd</sup> floor, City Hall, there being present the following members:

Kathy Iacovone, Co-Chair  
Peter Best, Co-Chair  
John Azlen  
Surendra Bagga  
Ricardo Pappini  
Nicholas Petro (alternate)  
Councillor Ed Sleiman

***Regrets received from:***

Sheila McCabe  
Laurie McMahan

***Delegations in attendance:***

Lori Hutchinson, *Item 7*

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

Gayle Jones, Accessibility/Diversity Officer  
John Brunelle, Handi Transit  
Susan Fitzsimmons, Information and Records  
Terri Knight-Lepain, Executive Initiatives Coordinator – Records & Elections  
Renee Ruccolo, Organizational Development Specialist  
Jamie Kramer, Human Resources Assistant  
Beth Toldo, Committee Coordinator (A)  
Sandra Gebauer, Council Assistant

**1. Call to Order**

Kathy Iacovone, Co-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. Moment of Silence**

The Co-Chair requests a moment of silence in memory of Sandra Friesen, member of WAAC who recently passed.

### 3. Declarations of Conflict

None disclosed.

### 4. Adoption of the Minutes

Moved by E. Sleiman, seconded by P. Best,  
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held February 27, 2018 **BE ADOPTED** as presented.  
Carried.

### 5. Presentations

#### 5.1 Municipal Election – October 22, 2018

T. Knight-Lepain, Executive Initiatives Coordinator – Records & Elections and S. Fitzsimmons, Supervisor, information and Records, appear before the Committee to update the members of the Windsor Accessibility Advisory Committee on the measures taken by the City Clerk to ensure that the 2018 Municipal Election is in compliance with AODA standards and to ensure that citizens of the City of Windsor can get out and vote. A memo on the subject of the 2018 Municipal Election is distributed and **attached** as Appendix “A”. Highlights of the presentation are as follows:

- Each of the 104 voting stations throughout the city have been inspected by Election Staff for parking, curb cut, voter entrance, passage to voting room, signs and room location. For those locations that do not have automatic door openers, an Accessibility Officer will be there to open the door.
- Advance Poll locations will use an AutoMark machine that will allow voters with disabilities and other special needs to mark their ballot privately and independently using the following options: touch screen, sup/putt tube, rocker paddle and listening to choices through headphones.
- The AutoMark machine will be used at the Lion’s Manor on Monday, October 22, 2018.
- Each Deputy Returning Officer will have an accessibility kit comprising of a ballot magnifier and possibly an easy grip for pen marker.
- All Election Officials will receive AODA training prior to Voting Day.
- Free rides to the voting polls will be once again provided by Transit Windsor. Residents must show their voter identification card.

S. Bagga suggests that the City of Windsor proactively look at only using polling locations that are fully accessible. T. Knight-Lepain explains that of the 104 polling locations only 20-25% do not have automatic door openers. She adds that every effort is made to use community locations such as schools, libraries and community centres

but this is not always possible and therefore there are locations that are not yet retrofitted to meet AODA standards.

P. Best indicates that the public restrooms at the Lyon's Manor are not wheelchair accessible in the event that non-residents vote at this location. He encourages that the City of Windsor consider including persons with disabilities when conducting these site inspections.

Moved by J. Azlen, seconded by R. Pappini,

That the presentation on the subject of the 2018 Municipal Election, provided by S. Fitzsimmons, Supervisor, Information and Records and T. Knight-Lepain, Executive Initiatives Coordinator – Records and Elections, **BE RECEIVED** as presented.

Carried.

## 5.2 Workplace Mental Health Leadership Certificate Program

R. Ruccolo, Organizational Development Specialist, appears before the Committee to provide an update relating to the Workplace Mental Health Leadership Certificate Program.

R. Ruccolo explained that the certificate program consisting of a 1-day in-class session followed by 2 web-based components, and an online exam, requiring a passing grade of 70% or greater enabled 23 employees to become certified, including managers, supervisors, disability management specialists and our Deputy Fire Chief. Prior to attending this program, participants were asked to rate their level of knowledge and skill on mental health in the workplace:

- 38% indicated they had basic knowledge
- 35% indicated their knowledge was good and;
- 27% indicated they has sound knowledge

After completing the program:

- 11% said their knowledge was good
- 72% said it was sound and;
- 17% felt they were experts

**Overall**, 35% stated the program was very good; while 65% indicated it was excellent

In terms of **applying the learning** to the job:

- 95% **strongly** agreed

As a result of **participating** in this program:

- 98% of the attendees feel confident that they are able to apply the knowledge and skills learned on the job

- 98% are able to identify the early warning signs that may indicate an underlying mental health issue and
- 98% are confident that they are able to identify behaviour or performance issues that may be the sign of an employee's mental health issue

R. Ruccolo thanks the Committee members on behalf of the City of Windsor for their contribution and support of Mental Health in the Workplace.

P. Best thanks R. Ruccolo for the follow up and the positive feedback and asks whether the training was offered only to specific employees. R. Ruccolo explains that the training was offered to all departments and that all 23 participants successfully completed it. Those employees will now bring back the materials, knowledge and techniques to their respective areas. A survey will be conducted at the 6-month or 1-year mark to further gauge the success of the program.

Moved by J. Azlen, seconded by R. Pappini,  
That the presentation by R. Ruccolo, Organizational Development Specialist, in regards to the Workplace Mental Health Leadership Certificate Program, funded by the Windsor Accessibility Advisory Committee, **BE RECEIVED** as presented.  
Carried.

## 6. Business Items

### 6.1 Promotion of Accessible Features at City-Owned Facilities

J. Azlen comments about the lack of promotion of the accessible exercise equipment that was funded by the Windsor Accessibility Advisory Committee. He explains that there are five pieces of equipment at each The Windsor International Aquatic and Training Centre and Water World but residents are not aware of them. He suggests that the City of Windsor better promote accessibility programs, including advertising them in the Activity Guide.

P. Best indicates that the City of Windsor Activity Guide is not fully accessible. G. Jones informs that the deadline is 2021 to make all items on the website fully accessible and progress is currently being made in doing so.

J. Azlen asks if a list can be made available to all residents itemizing what equipment is available at each location. S. Bagga suggests that when residents enter a building there should be a list or placard of all accessible items, such as hearing devices, visual aids and other items available at the facility.

G. Jones indicates that because WAAC has provided a lot of funding over the years to several City departments, especially Parks and Recreation for the pools and parks for accessibility, it would be reasonable to ask for a list of equipment. Once the

information is received we could look at making it available on our website and perhaps other departments will look at doing the same.

Moved by E. Sleiman, seconded by P. Best,

THAT Administration **BE REQUESTED** to provide a list of all accessible devices and equipment available at all City of Windsor recreation facilities including parks, pools and community centres to the Windsor Accessibility Advisory Equipment.

Carried.

**Clerks Note:** Administration indicates that they will provide the information at a future meeting.

## **6.2 Miracle Field, Park Grant and previous Conditional Funding Application**

G. Jones informs the Committee members that the City of Windsor was not successful in being awarded the Canadian Tire Jumpstart Accessibility Grant for the Miracle Park project. At the last meeting of the Windsor Accessibility Advisory Committee a motion was made committing \$100,000 conditional of the successful receipt of the grant..

P. Best asks that the Windsor Accessibility Advisory Committee show their support by inviting M. Osborne back to a future Windsor Accessibility Advisory Committee to present an alternate proposal.

Moved by P. Best, seconded by R. Pappini,

THAT a letter **BE SENT** from the Windsor Accessibility Advisory Committee to Administration inviting them to come before the committee with an alternate funding proposal relating to the Miracle Park project.

Carried.

## **6.3 Sub Committee Updates**

No subcommittee updates.

## **7. Accessibility Officer's Report**

G. Jones introduces L. Hutchinson explaining that she has come to her on various occasions with small requests that require funding. Recently L. Hutchinson has asked for assistance with a bus stop at Riverdale and Wyandotte that does not have a curb cut. G. Jones explains that if the Committee would grant her the ability to access small amounts of money, not only for Lori, but for others in need, it would be helpful with getting things done in a timely manner and also in negotiating with other departments when issues arise. G. Jones also asks that funds be made available when matters concerning sign language arise.

Moved by E. Sleiman, seconded by R. Pappini,  
THAT an expenditure from the Capital Project 7086008 (Accessibility Fund) in  
the upset amount of \$5000.00 **BE APPROVED** for the use of sign language  
interpretation as required.

Carried

Moved by E. Sleiman, seconded by R. Pappini,  
THAT an expenditure from the Capital Project 7086008 (Accessibility Fund) in  
the upset amount of \$15,000.00 **BE APPROVED** for the use of accessibility  
discretionary expenses as they arise, with an upset limit of \$5,000.00 per occurrence.

Carried.

**8. Chair's Report**

No report.

**8. Date of Next Meeting**

At the call of the Chair.

**9. Adjournment**

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

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Kathy Iacovone, Co-Chair

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Committee Coordinator (A)