



**City Of Kingston  
Municipal Accessibility  
Advisory Committee  
Meeting Number 02-2019  
Confirmed Minutes  
Thursday, March 7, 2019 at 1:00 p.m.  
Front Lounge, Portsmouth Olympic Harbour**

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**Committee Members Present**

Donald Mitchell; Chair  
Councillor Neill  
Andrew Ashby  
Caitlin Bruce  
Aimee Burtch  
David Grightmire  
Andrew Jones  
Arthur Laramie  
Jana Mareckova  
Leah Riddell  
Nancy Shitta-Bey  
David Williams

**Regrets**

Sheri Scott  
Emily Su  
Nancy Watters  
Shawn Watters

**Staff Members Present**

Debbi Miller, Manager, Communications & Public Engagement  
Derek Ochej, Committee Clerk  
Julie Salter-Keane, Community Projects Manager  
Julielee Stitt, Communications Officer

**Meeting to Order**

Mr. Mitchell, Chair, called the meeting to order at 1:00 p.m.

### **Approval of the Agenda**

Moved by Councillor Neill  
Seconded by Mr. Ashby

**That** the agenda be amended to include the addendum, and as amended, be approved.

**Carried**

### **Confirmation of Minutes**

Moved by Mr. Laramie  
Seconded by Ms. Riddell

**That** the Minutes of Municipal Accessibility Advisory Committee Meeting Number 01-2019 held Thursday February 7, 2019 be approved.

**Carried**

### **Disclosure of Pecuniary Interest**

There were none.

### **Delegations**

There were none.

### **Briefings**

- a) Debbi Miller, Manager, Communications and Public Engagement, was present and spoke to the Committee regarding Standard Communications Process for Accessible Public Engagement

Ms. Miller conducted a PowerPoint presentation regarding Standard Communications Process for Accessible Public Engagement, a copy of which may be obtained by contacting the City Clerk's Department.

Mr. Grightmire suggested that staff could better focus public comments by suggesting potential topics for consideration at the outset of engagement sessions.

Mr. Mitchell discussed the inclusion of accessibility as a component of the larger picture of public consultation. He stated that there is a need to better promote accessibility features of projects alongside other work in order to show that with improved accessibility there are benefits to all residents.

- b) Julie Salter-Keane, Community Projects Manager, was present and spoke to the Committee regarding Municipal Accessibility Advisory Committee Orientation.

Ms. Salter-Keane conducted a PowerPoint presentation regarding Municipal Accessibility Advisory Committee, a copy of which may be obtained by contacting the City Clerk's Department.

Mr. Mitchell inquired if other communities had updated their Facility and Design Standards (FADS) documents to the new standard. Ms. Salter-Keane stated that she was not aware of any communities that had updated their FADS documents.

Councillor Neill spoke to Planning applications that have requested variances from the accessible parking stall dimensions. He stated that City parking stall dimensions are more robust than the Building Code. He inquired if discussions could be had with Planning Department staff about upholding the City standards. Ms. Salter-Keane responded that applications with accessible parking space variance requests should be circulated to the Built Environment Working Group for comment.

Mr. Grightmire asked if inquiries are received by the City regarding appropriate parks and public spaces for persons with disabilities. Ms. Salter-Keane stated that the public may contact Recreation and Leisure Services directly for this information.

Mr. Mitchell asked if accessibility-related documents are available on the City website. Ms. Salter-Keane stated that there is an accessibility webpage and that she would ensure that documents on the website are up-to-date.

Mr. Mitchell inquired about Council awareness of the activities of the Committee. Ms. Salter-Keane stated that minutes from Committee meetings are available to all Council members and that any items recommended by the Committee are sent to Council for final approval, including the annual accessibility report.

Ms. Mareckova asked if the site plan checklist had been reviewed for compliance with the revised FADS. Ms. Salter-Keane stated that the site plan checklist had been reviewed, adding that Planning staff will be attending the Built Environment Working Group meeting in April 2019.

Mr. Williams sought further information about the internal process for the approval of FADS. Ms. Salter-Keane responded that the draft FADS document is circulated internally for comment before coming to the Committee for review.

Ms. Riddell inquired about the availability of ASL interpreters. Ms. Salter-Keane stated that ASL interpreters can be requested through alternate format requests.

Councillor Neill sought further details regarding budget considerations for alternate format requests. Ms. Salter-Keane responded that alternate format requests are handled by individual departmental or project budgets.

Mr. Mitchell asked if there was any indication that the provincial government would be auditing municipalities regarding accessibility policy implementation. Ms. Salter-Keane stated that there has been some discussion of a review of the standards for transportation and employment under the Accessibility for Ontarians with Disabilities Act.

Mr. Williams sought further information regarding the process for completing accessibility audits of City facilities. Ms. Salter-Keane stated that accessibility audits had been completed in the past. She added that she could provide further information on this process at a future Built Environment Working Group meeting.

## **Business**

### **a) Standard Communications Process for Accessible Public Engagement**

The Report was considered concurrently with Briefing a)

### **b) Municipal Accessibility Advisory Committee Orientation**

The Report was considered concurrently with Briefing b)

### **c) Appointments to Project Teams**

#### **i. Jade Avenue Park (Two Representatives)**

The Committee consented to the appointment of Arthur Laramie and Andrew Ashby to the Jade Avenue Park project team.

#### **ii. Accessible Parking (Two Representatives)**

The Committee consented to the appointment of Donald Mitchell and David Williams to the Accessible Parking project team.

### **d) Committee Work Plan and discussion regarding upcoming briefings**

Ms. Salter-Keane provided the Committee with an update on the work plan. She advised the Committee that briefings would be provided at the April meeting from the City's Engineering Department, Recreation & Leisure Services – Special Events, and Financial Services Department.

Ms. Salter-Keane advised the Committee that the Awareness and Education Working Group is in the process of planning the accessible parking awareness campaign for 2019.

**Motions**

There were none.

**Notices Of Motion**

There were none.

**Other Business**

There was none.

**Correspondence**

There was none.

**Date and time of Next Meeting**

The next meeting of the Municipal Accessibility Advisory Committee is April 4, 2019 at 1 p.m. at the Portsmouth Olympic Harbour – Press Lounge.

**Adjournment**

Moved by Ms. Mareckova  
Seconded by Councillor Neill

**That** the meeting of the Municipal Accessibility Advisory Committee adjourn at 2:05 p.m.

**Carried**