



**City of Kingston  
Municipal Accessibility Advisory Committee  
Meeting Number 03-2021  
Minutes**

**Thursday, May 6, 2021 at 1:00 p.m.  
In a virtual, electronic format**

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**Committee Members Present**

Caitlin Bruce; Chair

Councillor Neill

Andrew Ashby

Dorothyanne Brown

Kate Deacon

Penny Leclair (arrived at 1:22 p.m.)

Susan Mockler

Leah Riddell

Janice Wilby

David Williams

**Regrets**

Glenn Griffiths

Megan Kerrigan

Matt Porter

Sheri Scott

Nicholas Streicher

**Staff Members Present**

Elizabeth Fawcett, Committee Clerk

Julie Fossitt, Manager, Marketing & Public Engagement

Janet Jaynes, Deputy City Clerk

Natalie Lecomte Elwood, Manager, Customer Experience

Julia McCaugherty-Jansman, Committee Clerk

**Meeting to Order**

The Chair called the meeting to order at 1:00 p.m.

**Approval of the Agenda**

Moved by Mr. Ashby

Seconded by Ms. Brown

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

**Carried**

**Confirmation of Minutes**

Moved by Ms. Deacon

Seconded by Ms. Mockler

**That** the minutes of the Municipal Accessibility Advisory Committee Meeting 02-2021, held March 4, 2021, be approved.

**Carried**

**Disclosure of Pecuniary Interest**

There were none.

**Delegations**

There were none.

## **Briefings**

- a) Julie Fossitt, Manager, Marketing & Public Engagement, and Natalie Lecomte Elwood, Manager, Customer Experience, were present and spoke to the Committee with respect to the Communications and Customer Experience Update.

Ms. Fossitt and Ms. Lecomte Elwood provided a presentation to the Committee with respect to the Communications and Customer Experience Update. A copy of the presentation can be requested through the Office of the City Clerk.

Mr. Williams commented that he is impressed with the advancements that have been made in recent years and the changes to Contact Us with the accessibility concerns. He thanked staff for the work being done in this regard.

The Chair highlighted the virtual world that is existent and stated that not everyone has the ability or means to use technology to receive information and that it is helpful that the City is focusing on other ways to share information rather than all digital forms. She questioned if staff had come across requests to provide information in braille and if this has previously been done. Ms. Lecomte Elwood responded that this has not yet been a request to come through customer service. Ms. Fossitt confirmed that they have never had a formal request but can investigate this further and report back.

Councillor Neill asked if the City could contact the Canadian National Institute for the Blind (CNIB) to partner in fulfilling potential braille requests. The Chair stated there would be potential for CNIB to provide information or direct the City to a contact who provides braille services, but that it is not something CNIB provides directly. She added that there is opportunity for this partnership to share resources if there is a need.

Ms. Leclair arrived at the meeting at 1:22 p.m.

The Committee had no further questions.

## **Business**

- a) **Communications and Customer Experience Update**

The Committee had no questions.

**b) Accessibility Office Report Q1 2021**

Ms. Jaynes, Deputy City Clerk, provided an overview of the Accessibility Office Report Q1 2021 to the Committee.

Mr. Williams asked if members of the project teams for the facilities could attend the Rick Hansen Foundation audits. Ms. Jaynes responded that this would depend on when staff from the Rick Hansen Foundation can come and what Covid-19 restrictions will be in place at that time. She continued that she would share this request with facilities staff who will be facilitating the audits and that she will reach out when the dates of the audits are established and determine if there is a possibility for project team members to attend.

Ms. Leclair discussed the opportunity to provide videos to a link which gives permission to be used in any way that may be beneficial for residents to use for feedback. Ms. Jaynes thanked Ms. Leclair for the information.

Ms. Brown sought clarification about the Rick Hansen Foundation accreditation process and asked if there is a way to share what the Foundation is looking for in their audits. Ms. Jaynes responded that she would explore if there is a checklist or a similar document with respect to this and that she will share this with the Committee if there is.

The Committee had no further questions.

**c) Working Group Reports**

**i) Awareness and Education Working Group**

Ms. Jaynes provided a summary of the Awareness and Education Working Group report to the Committee.

The Committee had no questions.

**ii) Built Environment Working Group**

Mr. Williams provided a summary of the Awareness and Education Working Group report to the Committee.

The Committee had no questions.

Moved by Councillor Neill

Seconded by Ms. Wilby

**That** the Awareness and Education Working Group and Built Environment Working Group reports be received.

**Carried**

**d) Appointments to Project Teams**

Moved by Councillor Neill

Seconded by Ms. Brown

**That** representatives from the Municipal Accessibility Advisory Committee be appointed to the following project teams:

- i) Cloverdale Park Playground Replacement – Susan Mockler
- ii) Markers Acres Park Playground Replacement – Susan Mockler and David Williams
- iii) Oakridge Park Playground Replacement – Dorothyanne Brown and Kate Deacon
- iv) Starr Reid Park Playground Replacement – Dorothyanne Brown
- v) Development of Waterside Way Park and Trails – Janice Wilby and Penny Leclair
- vi) Wheathill Street Park– Susan Mockler
- vii) Bert Meunier Common West – David Williams

**Carried**

**e) Committee Work Plan Update**

Ms. Jaynes provided an overview of the Committee 2021 Work Plan Update.

The Committee had no questions.

**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 scheduled for Thursday, June 3, 2021 at 1:00 p.m.

**Adjournment**

Moved by Councillor Neill

Seconded by Ms. Mockler

**That** the meeting of the Municipal Accessibility Advisory Committee adjourn at 1:52 p.m.

**Carried**