

Built Environment Working Group Q3 2023 Report

Built Environment Work Group Subcommittee of the City of Kingston's Municipal Accessibility Advisory Committee, September 21, 2023

Members Present

Kim Atwood, Susan Mockler, Andrea Fitzgerald

Staff Present

Christine O'Connor, Committee Clerk

Regrets

Caitlin Bruce, Lucie Moussu, Janice Wilby

1. Call meeting to order: Kim
2. Approval of previous BEWG meeting minutes
3. Declaration of any pecuniary interests or conflicts of interest
4. Report from the BEWG Chair (Kim)
 - a. Discussion: Kim, Susan and Lucie have been working on the site plan, although Lucie may not be able to continue. Susan stated that she will check in with Lucie after the meeting as she could not attend. Susan suggested that for recruitment, a letter can be forwarded to the Nominations Committee to encourage recruitment of individuals with skills and experience for the BEWG. Susan noted a similar letter was used last year by previous members of the committee, and the Clerk's office may have a copy that can be used as a template.
 - b. Mahadeo Sukhai will be presenting at the next BEWG meeting.
5. Updates for working groups e.g., DASH site plan review committee.
 - a. Discussion: Susan expressed confusion on the latest request for DASH site plan review. She stated that the team was asked to review the files, but no files were attached, and nobody has responded to her follow up emails (she stated she has sent three). Kim added that she will be asking for another week extension when they do receive the attachments, because she will have extensive comments. She also stated that if site reviews need to be completed in seven days or less, more help is needed. The team is

managing right now, but if any member must step back for personal reasons, she stated they will not be able to manage the work. Susan emphasized that this issue with the files has never happened before, and she mentioned that usually staff gets back to her immediately with update access. She added that if this continues, she will follow up with Chris Wicke.

6. New business? No discussion.

7. Discussion items for future BEWG meetings.

- a. Discussion: Kim asked Susan and Andrea if the next BEWG meeting could start at 9:45 a.m. to give Mahadeo Sukhai enough time between his meeting with BEWG and his next meeting that day. Susan and Andrea agreed to this change. Kim stated that the presentations from the next two meetings will be recorded so that all MAAC members can see them. Kim suggested that the recordings be kept for longer than 30 days to allow new members in January to see the presentations. Kim stated she will ask the presenters if they are comfortable with BEWG keeping the recordings until February.

8. Meeting adjourned.

9. Next meeting: October 19, 2023 at 9:45 a.m.

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1. Call meeting to order: Kim
2. Presentation and Guest Speakers: Mahadeo Sukhai (recorded)
 - a. Mahadeo Sukhai from the CNIB was present to speak to the working group about "Low-vision and No vision and Built Environment Needs" related to the Site Plan Review Process.

3. Approval of previous BEWG meeting minutes
4. Declaration of any pecuniary interests or conflicts of interest
5. Report from the BEWG Chair (Kim)
 - a. Discussion: Kim asked the group how the site plan review process is going for everyone. Andrea mentioned that she missed the last one due to an error in her email, but stated that the review has been a learning curve for her. Lucie stated that she has been able to do some site visits, and that she will be doing one more next week. She let the group know that she will not be re-applying for another term with the Committee. Susan added that things have settled down for site review now, and she anticipates things picking up again in the spring and summer. Kim asked if it is easier for group members to review things independently or together. Susan stated that scheduling would be an issue for her for meeting and reviewing together. Lucie added that it might be good to have pairs working on things, as working alone (especially for new members) can be difficult. Maybe new members can work with a more experienced member for the first six months of their review.
 - b. Kim added that her term with MAAC is also expiring, and she is still debating on whether to re-apply.
6. Updates from working groups e.g. DASH site plan review committee (Susan)
 - a. Discussion: Susan asked whether the group is ready to send a letter to the Nominations Committee requesting that new MAAC members have Site Plan Review skills. Christine confirmed she will see if Derek has the letter from last year to use as an example and forward it to Susan and Kim if it is available. Susan added that she will attach files from DASH to emails for now, but she would like to teach others how to use the DASH system and access the files themselves, so that everyone has the knowledge and confidence to use the system. The group agreed that next time there is a second review, the group will work on it together.
7. New business:
 - a. Leah Riddell is scheduled to present next month (November 16, 2023) to speak on “Deaf and Hearing Impairment needs and the Site Plan Review Process”
8. Discussion items for future BEWG meetings
 - a. Issue of free accessible parking brought up by Lucie in the June MAAC meeting, group questioned what the status of the letter shared with BEWG/to

be shared with MAAC is so that this letter can be shared with Council before the issue is brought up in the fall. Christine confirmed she would follow up on the status of this issue and get back to the group.

9. Meeting adjourned.

10. Next meeting: November 16, 2023 at 10:00 a.m.