

Municipal Accessibility Advisory Committee (MAAC) Project Team Request Form – Director’s Approval

As per the City of Kingston Accessibility Consultation Process Policy, this form must be completed by the project manager and signed by the appropriate Director. Upon the approval of the Director, the project manager will email the completed form with signatures to the Committee Clerk for MAAC and the Deputy City Clerk.

Staff lead: Derek Ochej

Project Contact: Derek Ochej

Project Name: Awareness and education project team

Project Location: Not applicable

Project Description: Provide a brief project overview including a description of the scope of the work and estimated timing for initial meeting and completion of the project.

The awareness and education project team will work directly with the Deputy City Clerk to help increase awareness and promote education of accessibility issues within Kingston. Duties of the project team include:

- assisting in the development of an annual education campaign for AccessAbility Awareness Week. Work takes place in winter/spring for campaign in late May.
- assisting in the coordination of the annual Celebrating Accessibility Awards, including selecting the award recipients in the late fall.

The project team is anticipated to meet quarterly via Zoom. Business may also be conducted via email.

Up to five members are requested to serve on the project team. Up to six project team members are requested to serve.

Staff lead: Derek Ochej

Date: November 29, 2023

Director’s Approval: Janet Jaynes

Date: November 29, 2023