

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: Chris Wicke

Project Name: Site plan review 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 site plan review project team reviews site plan drawings for residential and commercial development applications in Kingston in accordance with the AODA. The project team is led by a City planner and an experienced MAAC member who will assist in coordinating training for new members.

All work is conducted virtually, approximately 1-2 hours per week during peak times of late spring, summer and early fall.

The project team may also, upon request, provide feedback to City staff on accessibility issues of a built environment nature for City facilities.

Up to six project team members are requested to serve.

Staff lead: original signed by staff lead.

Date: November 29, 2023

Director’s Approval: original signed by director

Date: November 29, 2023