



**City of Kingston  
Municipal Accessibility Advisory Committee  
Meeting Number 01-2024  
Agenda**

**Thursday, January 25, 2024 at 1:00 p.m.  
In a virtual, electronic format**

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Please provide regrets to Christine O'Connor, Committee Clerk at 613-546-4291, extension 1219 or [cloconnor@cityofkingston.ca](mailto:cloconnor@cityofkingston.ca)

**Committee Composition**

Councillor Tozzo  
Mercedes Augustyn  
Penny Bennett  
Dorothyanne Brown  
Regan Buccioli  
Aimee Burtch  
Chantaille Buczynski  
Dina Cotter  
Andrea Fitzgerald  
Rene Hart  
Sunsan Mockler  
Andrea Palmer Nash  
Megan Quin  
Aldo Ramirez  
Amanda Stolk  
Janice Wilby

- 1. Election of Officers**
- 2. Meeting to Order**
- 3. Approval of the Agenda**

**4. Confirmation of Minutes**

- a) **That** the minutes of the Municipal Accessibility Advisory Committee Meeting Number 06-2023 held on November 2, 2023, be approved.

**5. Disclosure of Pecuniary Interest**

**6. Delegations**

**7. Briefings**

- a) Derek Ochej, Deputy City Clerk, will be present to speak to the Committee regarding the Committee Orientation Report.

**8. Business**

a) **Accessible Consultation Process Policy**

The Report of the Director of Legal Services & City Solicitor (MAAC-24-001) is attached.

Schedule Pages 1 – 18

Recommendation:

**That** the Municipal Accessibility Advisory Committee recommends to Council:

**That** the Accessible Consultation Process Policy, attached as Exhibit A to Report Number MAAC-24-001, be approved.

b) **2024 Municipal Accessibility Advisory Committee Work Plan**

The Report of the Director of Legal Services & City Solicitor (MAAC-24-002) is attached.

Schedule Pages 19 – 25

Recommendation:

**That** the Municipal Accessibility Advisory Committee recommends to Council:

**That** Council approve the 2024 Municipal Accessibility Advisory Committee Work Plan, attached as Exhibit A to Report Number MAAC-24-002.

**c) Committee Orientation**

The Report of the Director of Legal Services & City Solicitor (MAAC-24-003) is attached.

Schedule Pages 26 – 32

Recommendation:

This report is for information only.

**d) Appointments to Project Teams**

- i. Awareness and Education Project Team (5 appointments)

Schedule Page 33

- ii. Surface Lot Lighting Upgrades (2 appointments)

Schedule Page 34

- iii. Site Plan Review Project Team (2 appointments)

Schedule Page 35

- iv. Isabel Turner Library – Branch Renovation Project Team (2 appointments)

Schedule Page 36

- v. Active Transportation Project Team (2 appointments)

**9. Motions**

**10. Notices of Motion**

**11. Other Business**

**12. Correspondence**

- a) Correspondence received from Joseph Dowser, dated November 14, 2023, regarding Kingston Area Taxi Commission Motion 23-016.

Schedule Pages 37 – 38

**13. Date of Next Meeting**

The next meeting of the Municipal Accessibility Advisory Committee will be held on  
March 7, 2024 at 1:00 p.m.

**14. Adjournment**



**City of Kingston**  
**Report to Municipal Accessibility Advisory Committee**  
**Report Number MAAC-24-001**

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**To:** Chair and Members of the Municipal Accessibility Advisory Committee

**From:** Jenna Morley, Director, Legal Services & City Solicitor

**Resource Staff:** Janet Jaynes, City Clerk

**Date of Meeting:** January 25, 2024

**Subject:** Accessible Consultation Process Policy

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**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

The purpose of this report is to provide Committee members with an overview of the process undertaken to update the Accessible Consultation Process Policy. The Policy sets out a clear consultation process that applies to City services and projects, with the intent to meet legislative requirements and ensure that staff reflect the importance of accessibility in their work. The Policy contains provisions that apply specifically to consultations between Municipal Accessibility Advisory Committee members and City staff, as well as between City staff, the public, and persons with disabilities.

**Recommendation:**

**That** the Municipal Accessibility Advisory Committee recommends to Council:

**That** the Accessible Consultation Process Policy, attached as Exhibit A to Report Number MAAC-24-001, be approved.

**Authorizing Signatures:**

ORIGINAL SIGNED BY DIRECTOR OF LEGAL SERVICES

Jenna Morley, Director, Legal  
Services & City Solicitor

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Lanie Hurdle, Chief  
Administrative Officer

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	<input checked="" type="checkbox"/>
Neil Carbone, Commissioner, Corporate Services	<input checked="" type="checkbox"/>
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	<input checked="" type="checkbox"/>
Desirée Kennedy, Chief Financial Officer & City Treasurer	<input checked="" type="checkbox"/>

## Options/Discussion:

### Background

The Accessible Consultation Process Policy (the Policy) was approved by Council in June 2016. The purpose of the Policy is to set out a consultation process for City staff and Municipal Accessibility Advisory Committee (MAAC) members to follow with respect to City services and projects. The Policy has not undergone any significant review since its initial approval.

In 2023, Clerk's Department staff initiated a review of the Policy to make updates based on current City practices as well as changes to provincial legislation. As part of this review, staff consulted with internal departments that are most affected by the Policy, as well as members of MAAC through the appointment of a project team. The result of this consultation is an updated Accessible Consultation Process Policy, attached to this report as Exhibit A.

### Analysis

The updated Policy contains five purposes:

- To recognize the history of discrimination against persons with disabilities in Ontario;
- To assist the City to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodations, employment, buildings, structures and premises as required by the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA);
- To make a statement of organizational commitment to meet the accessibility needs of persons with disabilities in timely manner;
- To assist the City to implement the measures, policies, practices or other requirements of the AODA, including the requirement to consult with MAAC, the public and persons with disabilities in certain circumstances; and
- To recognize that achieving the purposes set out above, and working to the highest level of inclusion, is to the benefit of all members of the community.

The Policy was developed under two overarching principles. First, ensuring that the City consults with persons with disabilities as required by law; and second, that City staff recognize and reflect in their work the importance of making City services, facilities, and information as accessible as possible to all users. For MAAC members and members of the public, the Policy sets out the expectations of volunteers, as well as what level of consultation is to be facilitated by City staff.

The Policy applies to all City work, however, there are specific provisions in Sections 5 through 14 of the Policy (attached as Exhibit A to this report) based on requirements for consultation identified in the AODA and Ontario Regulation 191/11, the Integrated Accessibility Standards

Regulations (IASR). Section 3 of the Policy details the statutory requirements for consultation, and Section 4 details the additional consultation requirements of City staff.

Consultation within the Policy can be categorized by that which takes place specifically with MAAC members and consultation that takes place with the general community. Different forms of consultation with MAAC members include annual staff reports to the Committee and the appointment of MAAC members to serve on project teams. Project teams can be for a project with a defined start and completion date (for example, the construction of a new park), or ongoing and related to a general topic (for example, accessible parking). The Policy sets out the process for the appointment of project team members and the requirements and expectations of project teams members and City staff when participating in their work.

For consultation with the public in general, the Policy states that staff must consider the highest level of inclusion for persons with disabilities when determining which processes or combination of processes to use for public engagement for a policy, program, or project development. To achieve this level of inclusion, the Policy states staff must conduct any public engagement in accordance with the key principles of the City of Kingston Public Engagement Framework to ensure the highest level of inclusivity for all participants.

### **Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations**

A clear framework for consultation with members of MAAC, the public, and persons with disabilities demonstrates that City staff value the knowledge, lived experience and contributions of those groups. Staff strive to incorporate the principles of accessibility and inclusivity into the work of the City, and the Policy recognizes the importance of partnership with MAAC members and the public. By setting a clear process with guidelines and expectations, staff demonstrate the value to public input regarding accessibility.

#### **Existing Policy/By-Law:**

Accessible Consultation Process Policy

[Accessibility for Ontarians with Disabilities Act, 2005](#)

[Ontario Regulation 191/11, Integrated Accessibility Standards Regulations](#)

#### **Notice Provisions:**

None

#### **Financial Considerations:**

None

#### **Contacts:**

Derek Ochej, Deputy City Clerk, 613-546-4291 extension 1252



**Other City of Kingston Staff Consulted:**

Luke Follwell, Director, Engineering Services

Speros Kanellos, Director, Facilities Management and Construction Services

Jen Pinarski, Manager, Communications & Public Engagement

Andrew Reeson, Senior Legal Counsel

Ian Semple, Director, Transportation & Transit Services

**Exhibits Attached:**

Exhibit A – Accessible Consultation Process Policy

# <POLICY NUMBER> - ACCESSIBLE CONSULTATION PROCESS POLICY

<b>Policy #</b>	assigned by the communications officer (web developer).
<b>Effective Date</b>	February 6, 2024
<b>Status</b>	DRAFT.
<b>Final Approver</b>	Council

## 1.0 Interpretation

1.1 In this policy, unless the context requires otherwise:

"**AODA**" means the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*;

"**City**" means The Corporation of the City of Kingston;

"**City employee**" means a person who performs work or supplies services directly to the *City* for monetary compensation under an employment contract and includes *senior staff persons* and *by-law enforcement officers* but does not include *council members*;

"**CMT member**" means a member of the *City's* corporate management team and includes the person appointed chief administrative officer by the *City*, the person appointed treasurer by the *City*, and a commissioner responsible for the leadership and operation of a portfolio of *City* departments;

"**Committee Clerk**" means the person appointed as committee clerk to the *MAAC* by the *City*;

"**Council Procedural By-Law**" means *City of Kingston By-Law Number 2021-41, A By-Law to Provide Rules for Governing the Order and Procedures of the Council of The Corporation of the City of Kingston, and to Repeal By-Law Number 2010, Council Procedural By-Law, as Amended, in its Entirety*;

"**Deputy City Clerk**" means the person appointed as deputy city clerk by the *City*;

"**director**" means the director of a *City* department;

"**disability**" has the meaning given to it in the *AODA*;

"**FADS**" means facility accessibility design standards which establish *City*-wide standards that build a universally designed and accessible community for residents, visitors and *City employees*;

"**MAAC**" means the Municipal Accessibility Advisory Committee, the *City's* accessibility advisory committee established in accordance with subsection 29 (1) of the *AODA*;

"**MAAC project team**" means one or more members of *MAAC*, appointed by *MAAC*, to be responsible for consultation on behalf of *MAAC* with respect to a particular matter in accordance with clause 4.2 (b);

"**manager**" means a *City employee* who reports directly to a *director*;

"**meeting**" has the meaning given to it in the *Council Procedural By-Law*;

"**park**" means land designated by the *City* for use as a park;

"**recreational program**" means a program for the provision of facilities for recreation or for the supervision, encouragement and guidance of recreational activity;

"**special event**" means a public event that is held by the *City* at a *City*-owned facility, building, structure or premises for the primary purpose of supporting a community, culture, arts, heritage, recreation or sport experience; and

"**supervisor**" means a *City employee* who reports directly to a *manager*.

1.2 In this policy,:

- (a) "include", "includes" and "including" indicate that the subsequent list is not exhaustive;
- (b) to "consult" includes to seek advice from; and
- (c) a reference to a department includes, in the event of organizational changes, the successor department or division responsible for the performance of the department's obligations under this policy.

1.3 A reference to any legislation, regulation, by-law, rule, policy or provision thereof includes a reference to any legislation, regulation, by-law, rule or provision thereof enacted in substitution thereof or amendment thereof.

1.4 A reference to legislation includes all of the regulations made thereunder.

1.5 A reference to the position or title of any *City employee* includes a reference to any position or title created in substitution thereof.

## **2.0 Purpose**

2.1 The purpose of this policy is to:

- (a) recognize the history of discrimination against persons with disabilities in Ontario;
- (b) assist the *City* to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodations, employment, buildings, structures and premises as required by the *AODA*;
- (c) make a statement of organizational commitment to meet the accessibility needs of *persons* with disabilities in timely manner; and
- (d) assist the *City* to implement the measures, policies, practices or other requirements of the *AODA*, including the requirement to consult with *MAAC*, the public and persons with disabilities in certain circumstances; and
- (e) recognize that achieving the purposes set out in clauses (a), (b), (c) and (d), and working to the highest level of inclusion is to the benefit of all members of the community.

## **3.0 Statutorily Required Consultation**

3.1 The *City* must, in accordance with the *AODA*, consult with *MAAC*:

- (a) on a building, structure or premises, or part of a building, structure or premises,
  - (i) that the *City* purchases, constructs or significantly renovates;
  - (ii) for which the *City* enters into a new lease; or
  - (iii) that a *person* provides as municipal capital facilities under an agreement entered into with the *City* in accordance with section 110 of the *Municipal Act, 2001*;

3.2 The *City* must, in accordance with the *AODA*, consult with *MAAC*, the public and persons with disabilities:

- (a) in the development of accessible design criteria to be considered in the construction, renovation or replacement of bus stops and shelters;
- (b) to determine the proportion of on-demand accessible taxicabs required in the community;

- (c) on the following before the *City* constructs new or redevelops existing recreational trails:
  - (i) the slope of the trail;
  - (ii) the need for, and location of, ramps on the trail;
  - (iii) the need for, location and design of rest areas, passing areas, viewing areas, amenities on the trail, and any other pertinent feature;
- (d) on the needs of children and caregivers with various disabilities when constructing new or redeveloping existing outdoor play spaces;
- (e) on the design and placement of rest areas along an exterior path of travel when constructing new or redeveloping existing exterior paths of travel that the *City* intends to maintain; and
- (f) on the need, location and design of accessible on-street parking spaces when constructing or redeveloping existing on-street parking spaces;

3.3 The *City* must, in accordance with the *AODA*, consult with *persons* with disabilities and with *MAAC* when establishing, reviewing or updating its accessibility plan.

3.4 The *City* must, in accordance with the *AODA*, consult with *MAAC* on:

- (a) the requirements and implementation of accessibility standards; and
- (b) the preparation of accessibility reports.

3.5 When sections 3.1, 3.3 or 3.4 of this policy require the *City* to consult with *MAAC*, the *City* must do so at a *meeting* of *MAAC* in accordance with the *Council Procedural By-Law*.

3.6 When this policy requires consultation with the public and persons with disabilities, the *City* must do so in accordance with the [City of Kingston Public Engagement Framework](#) and its six key principles, those being:

- (a) inclusivity;
- (b) early involvement and timely communication;
- (c) respect;
- (d) transparent and accountable;
- (e) clear and coordinated approach; and

(f) continuous improvement.

3.7 The *City* must supply site plans and drawings described in section 41 of the *Planning Act* that *MAAC* selects to *MAAC* in a timely manner for the purpose of review.

#### **4.0 Additional Required Consultation**

4.1 The *City* must consult with *MAAC* on the accessibility for persons with disabilities:

- (a) when constructing new or significantly redeveloping existing buildings, structures or premises, or parts of buildings, structures or premises;
- (b) when constructing new or redeveloping existing recreational trails;
- (c) when constructing new or redeveloping existing outdoor play spaces;
- (d) when constructing new or redeveloping existing exterior paths of travel that the *City* intends to maintain;
- (e) when constructing new or redeveloping existing *park* spaces;
- (f) when providing new or redeveloping existing *recreational programs*;
- (g) when providing new or redeveloping existing *special events*; and
- (h) on any other matter council considers it necessary or desirable to seek advice from *MAAC*.

4.2 When section 4.1 requires consultation with *MAAC*, the *City* may do so in one or more of the following manners:

- (a) at a *meeting* of *MAAC* in accordance with the *Council Procedural By-Law*; and/or
- (b) by consulting with a *MAAC project team* in accordance with the procedures set out in section 4.3.

4.3 The procedure for consulting with a *MAAC project team* is:

- (a) a *city employee* responsible for the particular matter must prepare and submit a "MAAC Project Team Request Form - Director Approval" in the form attached as *Appendix D* to this policy to the *Committee Clerk*;
- (b) the *Committee Clerk* must place the submitted "MAAC Project Team Request Form - Director Approval" on the agenda for the next *meeting* of *MAAC* in accordance with the *Council Procedural By-Law* and, at that

*meeting, MAAC must appoint one or more members of MAAC to be a MAAC project team, except where it is not practicable to do so;*

- (c) if the *Committee Clerk* determines that it is not practicable to do so, the *Committee Clerk* may distribute the submitted "MAAC Project Team Request Form - Director Approval" to the members of MAAC by email, and:
  - (i) MAAC may appoint one or more members of MAAC to be a MAAC project team with respect to the particular matter described in the submitted form;
  - (ii) the *Committee Clerk* must place the submitted form and the appointment of one or more members of MAAC on the agenda for the next *meeting* of MAAC in accordance with the *Council Procedural By-Law*; and
  - (iii) MAAC may confirm the appointment of one or more members to the MAAC project team or may revoke the appointment of one or more members and appoint one or more other members to the MAAC project team;
- (d) when MAAC appoints one or more members to a MAAC project team, the *Committee Clerk* must provide contact information for each member of the MAAC project team to the city employee who submitted the "MAAC Project Team Request Form - Director Approval";
- (e) when the city employee receives contact information for the MAAC project team from the *Committee Clerk*, the city employee must, as soon as practicable, submit to the MAAC project team:
  - (i) the planned schedule for the matter; and
  - (ii) the planned frequency, location and format of consultation with the MAAC project team;
- (f) when required, based on the nature of the consultation, the city employee must:
  - (i) prepare and maintain a "FADS Design Checklist" in the form attached as *Appendix A* to this policy in order to document the compliance or noncompliance of the construction or redevelopment with the City's FADS;
  - (ii) submit to the MAAC project team a concept introduction of the matter;

- (iii) consult with the *MAAC project team* at the design phase of the matter;
- (iv) consult with the *MAAC project team* at the mid-construction or mid-redevelopment phase of the matter; and
- (v) consult with the *MAAC project team* at the final construction review or redevelopment review phase of the matter;

except where it is not practicable to do so;

- (vi) if the *city employee* determines that it is not practicable to do so, the *city employee* must provide, upon request by a member of *MAAC project team*, an explanation;
- (vii) if, at any phase of the matter, the *city employee* believes that any part of the construction or redevelopment does not comply with any standard in the *FADS*, the *city employee* must give notice to the members of the *MAAC project team*, except where the noncompliance was described in an "Alternate Design from FADS Proposal Form" previously submitted to the *MAAC project team*;
- (viii) if the *city employee* gives notice pursuant to subclause (vi), a member of the *MAAC project team* may inspect the noncomplying part of the construction or redevelopment and may give the *city employee* advice with respect to that noncomplying part; and
- (ix) when the construction or redevelopment is complete, the *city employee* must prepare and submit to the *Committee Clerk* a "MAAC Project Team Completion Form" in the form attached as *Appendix E* to this policy.

## **5.0 Accessibility Policies**

5.1 The *City* must develop, implement and maintain policies governing how the *City* achieves or will achieve accessibility through meeting its requirements referred to in the *AODA*.

5.2 The *City* must include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in such policies.

5.3 The *City* must:

- (a) prepare one or more documents describing the policies it develops under section 5.1; and



- (b) make the documents publicly available and, on request, provide them in an accessible format.

## **6.0 Accessibility Plan**

6.1 The *City* must:

- (a) establish, implement, maintain and document a multi-year accessibility plan which outlines the *City's* strategy to prevent and remove barriers and meet its requirements under the *AODA*;
- (b) post the accessibility plan on its website and provide the plan in an accessible format upon request;
- (c) review and update the accessibility plan at least once every five years;
- (d) prepare an annual status report on the progress of measures taken to implement the strategy referenced in clause 6.1 (a), including steps taken to comply with the *AODA*; and
- (e) post the status report on its website and provide the report in an accessible format upon request.

## **7.0 Procurement**

7.1 The *director* of the Financial Services Department must incorporate accessibility design, criteria and features, including the *City's FADS*, when procuring or acquiring goods, services or facilities for the *City*, except where it is not practicable to do so.

7.2 If the *director* of the Financial Services Department determines that it is not practicable to incorporate accessibility design, criteria and features when procuring or acquiring a good, service or facility, the *director* must provide, upon request by *MAAC* or any other *person*, an explanation.

## **8.0 Purchase, Construction & Significant Renovation of Buildings, Structures & Premises**

8.1 Subject to the exemptions and limitations that are specifically set out in the *City's FADS*, the *director* of the Facilities Management & Construction Services Department must incorporate accessibility design, criteria and features, including the *City's FADS*, for a building, structure or premises, or part of a building, structure or premises,:

- (a) that the *City* purchases, constructs or significantly renovates;

- (b) for which the *City* enters into a new lease; or
- (c) that a *person* provides as municipal capital facilities under an agreement entered into with the *City* in accordance with section 110 of the *Municipal Act, 2001*;

except where it is not practicable to do so.

8.2 If the *director* of the Facilities Management & Construction Services Department determines that it is not practicable to incorporate accessibility design, criteria and features, including the *City's FADS*, for a building, structure or premises, or part of a building, structure or premises, the *director* must:

- (a) prepare and submit to a *MAAC project team*, a "Technical Impracticability Explanation Form" in the form attached as *Appendix B* to this policy; and
- (b) prepare, in consultation with a *MAAC project team* and submit to the *MAAC project team* an "Alternate Design from FADS Proposal Form" in the form attached as *Appendix C* to this policy.

## **9.0 Recreational Programming & Special Events**

9.1 The *director* of the Recreation & Leisure Services Department must:

- (a) provide *recreational programs* in accordance with the *AODA*; and
- (b) hold *special events* in accordance with the *AODA*, and the Accessibility Directorate of Ontario's "Guide to Accessible Festivals and Outdoor Events", and the *City's "Corporate Accessibility Standards Policy"*; and
- (c) prepare and submit a report to *MAAC* once every calendar year with respect to *special events* planned for the year, accessibility considerations included in the conduct of *special events* or *recreational programs* in the previous year, and any training regarding service provision for persons with disabilities that has been provided or will be provided to *city employees*.

## **10.0 Building, Structure & Premises Reporting**

10.1 The *director* of the Facilities Management & Construction Services Department must prepare and submit a report to *MAAC* once every calendar year with respect to the accessibility of buildings, structures and premises, or parts of buildings, structures and premises, that the *City*:

- (a) plans to purchase, construct or significantly renovate in the following year;
- (b) purchased, constructed or significantly renovated in the preceding year;

- (c) plans to enter into a new lease in the following year;
- (d) entered into a new lease in the preceding year;
- (e) plans to have a *person* provide as a municipal capital facility under an agreement entered into with the *City* in accordance with section 110 of the *Municipal Act, 2001*; and
- (f) had a *person* provide as a municipal capital facility under an agreement entered into with the *City* in accordance with section 110 of the *Municipal Act, 2001*.

10.2 The report required to be prepared and submitted by section 10.1 must include:

- (a) accessibility design, criteria and features, including the *City's FADS*, planned to be incorporated for buildings, structures or premises, or parts of a building, structure or premises, during the following year; and
- (b) any requests for advice from *MAAC* with respect to changes in the accessibility design, criteria and features, including the *City's FADS*, planned to be incorporated for buildings, structures or premises, or parts of a building, structure or premises, during the following year.

## **11.0 Bus Stops & Shelters Reporting**

11.1 The *director* of Transportation and Transit must prepare and submit a report to *MAAC* once every calendar year with respect to:

- (a) accessible design criteria to be considered in the construction, renovation or replacement of bus stops and shelters planned for the following calendar year; and
- (b) the accessibility of bus stops and shelters constructed, renovated or replaced in the preceding calendar year.

## **12.0 Accessible Taxicabs Reporting**

12.1 The Chair of the Kingston Area Taxi Commission must prepare and submit a report to *MAAC* once every calendar year with respect to:

- (a) the proportion of on-demand accessible taxicabs required in the community in the following calendar year; and
- (b) the use of on-demand accessible taxicabs in the preceding calendar year.

### **13.0 Recreational Trails & Park Spaces Reporting**

- 13.1 The *director* of the Engineering Services or the *director's* delegate must prepare and submit a report to *MAAC* once every calendar year with respect to:
- (a) how accessibility is addressed in newly constructed or redeveloped existing recreational trails planned for the following year; and
  - (b) how accessibility design, criteria and features will be incorporated in newly constructed or redeveloped existing outdoor play spaces and recreational trails planned for the following year;

### **14.0 Exterior Paths of Travel Reporting**

- 14.1 The *director* of the Engineering Services Department or the *director's* delegate must prepare and submit a report to *MAAC* once every calendar year with respect to the accessibility of the design and placement of rest areas along an exterior path of travel of:
- (a) newly constructed or redeveloped existing exterior paths of travel that the *City* intends to maintain planned for the following year;
  - (b) new exterior paths of travel that the *City* intends to maintain constructed in the preceding year; and
  - (c) existing exterior paths of travel that the *City* intends to maintain redeveloped in the preceding year.

### **15.0 Information & Communication**

- 15.1 All information and communication required or permitted under this policy must be in accordance with the *City's Accessible Information and Communication Procedure*.

### **16.0 Administration**

- 16.1 *CMT members* must take reasonable steps within their authority to:
- (a) direct compliance with this policy.
- 16.2 *Directors* must take reasonable steps within their authority to:
- (a) direct compliance with this policy.
- 16.3 *Managers* must take reasonable steps within their authority to:
- (a) direct compliance with this policy.

16.4 Supervisors must take reasonable steps within their authority to:

- (a) direct compliance with this policy.

16.5 The Deputy City Clerk is responsible for:

- (a) resolving any issues or conflicts relating to this policy;
- (b) approving any terms or conditions negotiated outside of this policy;
- (c) providing support to project managers and staff responsible for projects subject to this policy; and
- (d) updating the policy to ensure consistency with provincial legislation or other City of Kingston policies or procedures.

16.6 A *City employee* who breaches this policy may be subject to discipline up to and including dismissal.

## 17.0 Application

17.1 This policy applies to all *City employees*.

## 18.0 Approval Authority

Role	Position	Date Approved
Quality Review	City Clerk	November 22, 2023
Subject Matter Expert	Deputy City Clerk	October 24, 2023
Legal Review	Senior Legal Counsel	November 15, 2023
Management Review	Director of Recreation & Leisure Services Director of Facilities Management & Construction Services Director of Engineering Services Director of Transportation & Transit Services	November 16, 2023

	Director of Financial Services	
Final Approval	Council	

**19.0 Revision History**

Effective Date	Revision	Description of Change
Date of the change		describe the sections that have been changed, added or deleted

**20.0 Appendix**

- 20.1 Appendix A - FADS Design Checklist
- 20.2 Appendix B - Technical Impracticability Explanation Form
- 20.3 Appendix C - Alternate Design from FADS Proposal Form
- 20.4 Appendix D - MAAC Project Team Request Form - Director Approval
- 20.5 Appendix E - MAAC Project Team Completion Form - Director Approval.



**City of Kingston**  
**Report to Municipal Accessibility Advisory Committee**  
**Report Number MAAC-24-002**

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<b>To:</b>	<b>Chair and Members of the Municipal Accessibility Advisory Committee</b>
<b>From:</b>	<b>Jenna Morley, Director, Legal Services &amp; City Solicitor</b>
<b>Resource Staff:</b>	<b>Janet Jaynes, City Clerk</b>
<b>Date of Meeting:</b>	<b>January 25, 2024</b>
<b>Subject:</b>	<b>2024 Municipal Accessibility Advisory Committee Work Plan</b>

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The purpose of this report is to provide an overview of the work plan for the Municipal Accessibility Advisory Committee (MAAC) for 2024. The City of Kingston is required to establish an accessibility advisory committee, of whom the majority of members should be persons with disabilities. The purpose of MAAC is to provide advice to Council on a variety of areas of accessibility with respect to municipal services. City staff are also required to consult with MAAC on a variety of areas. Further details on this consultation can be found within the report and work plan.

**Recommendation:**

**That** the Municipal Accessibility Advisory Committee recommend to Council:

**That** Council approve the 2024 Municipal Accessibility Advisory Committee Work Plan, attached as Exhibit A to Report Number MAAC-24-002.

**Authorizing Signatures:**

ORIGINAL SIGNED BY DIRECTOR OF LEGAL SERVICES

\_\_\_\_\_  
**Jenna Morley, Director, Legal  
Services & City Solicitor**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	<input checked="" type="checkbox"/>
Neil Carbone, Commissioner, Corporate Services	<input checked="" type="checkbox"/>
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	<input checked="" type="checkbox"/>
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required



## Options/Discussion:

### Background

The Municipal Accessibility Advisory Committee (MAAC) is established under the provisions of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). MAAC is legislated, among other duties, to provide advice to Council on a variety of topics, including the preparation, implementation, and effectiveness of the City of Kingston 2023 – 2025 Multi-Year Accessibility Plan. City staff are also required to consult with MAAC on a variety of topics detailed in the AODA and Ontario Regulation 191/11, Integrated Accessibility Standards Regulations (IASR).

### Analysis

To assist MAAC in its work, staff prepare a work plan at the start of each year outlining activities that MAAC will undertake. The work plan is developed in consultation with City staff in advance of presentation to MAAC. The following items are proposed by staff for inclusion in the work plan:

- Annual updates from select City departments. Many of these departments have obligations to consult with MAAC annually under the AODA & IASR. Consultation with MAAC by the Kingston Area Taxi Commission on the use of and required number of accessibility taxi cabs is also required by the AODA.
- Quarterly reports from the City of Kingston Accessibility Office. These reports provide statistics and analysis regarding accessibility-related inquiries to the City and updates on the activities of Accessibility Office staff, led by the Deputy City Clerk.
- Creation of a public education campaign for AccessAbility Awareness Week, which takes place May 26 to June 1, 2024. Staff will work with members of the awareness and education project team to develop the campaign.
- Organization of the 2024 Celebrating Accessibility Awards. The Accessibility Awards recognize Kingston residents, businesses and community organizations that go above and beyond legislated requirements to make Kingston a more accessible community. Staff will work with the awareness and education project team to select award recipients and organize an awards ceremony, held in late November/early December to coincide with the International Day of Persons with Disabilities (December 3).
- The City is required by the IASR to develop, implement and maintain policies governing how the City achieves or will achieve the accessibility requirements of the IASR. Staff and a MAAC project team worked throughout 2023 to draft an updated Accessible Consultation Process Policy, which will be presented to MAAC in January 2024.
- Similar to the preceding point, staff will work with MAAC to review and update the City of Kingston [Accessibility Standards Policy](#) throughout 2024.

MAAC typically meets on the first Thursday of every second month at 1 p.m., with no meetings held in July or August. Proposed meeting dates for MAAC are January 25, March 7, May 2, June 6, September 5 and November 7. The January meeting date has been moved to later in the month to accommodate winter holidays and provide additional time for orientation for new Committee members.

### **Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations**

The City demonstrates its commitment to accessibility and inclusion through the creation of a work plan for MAAC. The work plan ensures that all legislated requirements for consultation are met, and that appropriate notice is provided to MAAC members so that they may participate fully in their duties as committee members. Beyond legislated requirements, staff work to identify opportunities for feedback and advice regarding City services, programs and facilities to work towards a higher level of inclusion, to the benefit of all Kingston residents and visitors.

### **Existing Policy/By-Law**

[\*Accessibility for Ontarians with Disabilities Act, 2005\*](#)

[Ontario Regulation 191/11, Integrated Accessibility Standards Regulations](#)

[City of Kingston 2023 – 2025 Multi-Year Accessibility Plan](#)

### **Notice Provisions**

Not applicable

### **Financial Considerations**

Not applicable

### **Contacts:**

Derek Ochej, Deputy City Clerk, 613-546-4291 extension 1252

### **Other City of Kingston Staff Consulted:**

Luke Follwell, Director, Engineering Services

Speros Kanellos, Director, Facilities Management & Construction Services

Vanessa Mensah, Acting Equity, Diversity and Inclusion Manager

Ruth Noordegraaf, Director, Community Development & Wellbeing

Ian Semple, Director, Transportation & Transit Services

**Exhibits Attached:**

Exhibit A – 2024 Municipal Accessibility Advisory Committee Work Plan

# **Municipal Accessibility Advisory Committee (MAAC) Work Plan 2024**

## **January 2024**

- Accessible Consultation Process Policy Office of the City Clerk
- Committee Orientation Report Office of the City Clerk
- 2024 MAAC Work Plan Office of the City Clerk

## **March 2024**

- Accessibility Office Report – Q4 2022 Office of the City Clerk
- Equity, Diversity & Inclusion Office Update
- Multi-Year Accessibility Plan – 2023 Update Office of the City Clerk

## **May 2024**

- Accessibility Office Report – Q1 2024 Office of the City Clerk
- Recreation & Leisure Services / Special Events Update

## **May 26 - June 1, 2024**

- National AccessAbility Week Campaign Office of the City Clerk

**June 2024**

- Facilities Management and Construction Services Update
- Accessible Taxi Consultation

Kingston Area Taxi Commission

**September 2024**

- Accessible Standards Policy
- Accessibility Office Report – Q2 2024

Office of the City Clerk

Office of the City Clerk

**October 2024**

- Disabilities Mentoring Day

Office of the City Clerk

**November 2024**

- Engineering Services Update
- Transit & Transportation Services Update
- Accessibility Office Report – Q3 2024
- Age-Friendly City Update

Office of the City Clerk

Community Development & Wellbeing

**December 2024**

- Celebrating Accessibility Awards

Office of the City Clerk



**City of Kingston**  
**Information Report to Municipal Accessibility Advisory Committee**  
**Report Number MAAC-24-003**

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**To:** Chair and Members of the Municipal Accessibility Advisory Committee

**From:** Jenna Morley, Director, Legal Services & City Solicitor

**Resource Staff:** Janet Jaynes, City Clerk

**Date of Meeting:** January 25, 2024

**Subject:** Committee Orientation

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

This report provides an overview of the roles and responsibilities of members of the Municipal Accessibility Advisory Committee (MAAC). This information includes the legislative background and obligations of MAAC under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and participation on City of Kingston project teams. Additional information is provided regarding the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), conflict of interest, and committee procedure.

**Recommendation:**

This report is for information only.



January 25, 2024

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## Options/Discussion:

### Background

The following information will provide MAAC members with an overview of participation on a City of Kingston advisory committee. The first section of this report is devoted to describing the role of MAAC and its members, as well as how members participate in project teams. The second section of the report includes an overview of privacy legislation, conflict of interest, and committee procedure.

### Role of Accessibility Advisory Committees

The AODA requires that municipalities with a population of more than 10,000 people establish an accessibility advisory committee. In Kingston, this committee is known as MAAC. Under the AODA, the role of MAAC includes:

- Advising Council on the requirements and implementation of accessibility standards and accessibility reports, including the [City of Kingston 2023 – 2025 Multi-Year Accessibility Plan](#) and its annual update reports;
- Reviewing site plans and drawings as described in the *Planning Act*;
- Advising Council on the accessibility for persons with disabilities of buildings that Council purchases, constructs, significantly renovates or leases;
- Advising City staff with respect to determining the proportion of on-demand accessible taxicabs required in the community and the progress towards meeting the need for on-demand accessible taxicabs;
- Advising City staff with respect to the construction or redevelopment of recreational trails, outdoor play spaces, and rest areas on exterior paths of travel; and
- Advising City staff on the need, location and design of accessible parking spaces.

City staff may also bring reports and seek advice from MAAC members on any other areas of work within the City if feedback is sought regarding accessibility for persons with disabilities.

The above consultation takes place in two different ways. The first method is via the annual committee work plan. Staff from select departments bring reports advising of work undertaken in the past year and scheduled for the coming year with respect to accessible consultation requirements. Committee members are given the opportunity to ask questions and provide feedback.

The second method of consultation occurs outside of committee meetings with MAAC members having the opportunity to serve on project teams. Project teams are comprised of two or more committee members who work directly with staff to provide advice and feedback on specific



January 25, 2024

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projects. These projects can be related to the built environment, such as the renovation or construction of a City facility or the renovation or construction of a City park. Project teams can also be formed to discuss development or redevelopment of City policies and programs.

MAAC has two standing project teams for which members are sought annually. The site plan review project team is responsible for reviewing site plan drawings for development applications to ensure that built form accessibility requirements and considerations are met. Five to six members serve on the team at any given time. Members receive extensive training at the beginning of their term. The time commitment for the project team is approximately one-to-two hours per week, with work primarily occurring in late spring, summer and early fall.

The awareness and education project team is responsible for working with Accessibility Office staff on the creation of the annual awareness campaign for National AccessAbility Week. Project team members also assist in the organization of the [Celebrating Accessibility Awards](#) and the selection of award recipients.

### **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

MFIPPA is provincial legislation that governs how the City collects, uses, discloses and disposes of records. A record is any piece of recorded information, how ever it is recorded; this includes emails, agendas, minutes or reports.

Under MFIPPA, the public has the right to access records in the custody and control of the City, subject to specific exceptions. Additionally, the City is obligated to protect the privacy of individuals. A balance needs to be struck between openness and transparency and protecting individual privacy.

Committee members do not have any special right to access City information; they have the same access rights as the general public. Any requests for information should be put through the committee clerk, who can determine if the information can be provided, or if a formal request is required under MFIPPA.

Records created by a committee member that relate to their responsibility as a committee member may be subject to MFIPPA disclosure requirements. This makes it important to use discretion when creating records related to committee business.

### **Municipal Conflict of Interest Act and Member Code of Conduct**

The *Municipal Act, 2001* requires municipalities to establish codes of conduct for members of Council and local boards. In Kingston, the [Member Code of Conduct](#) (the “Code”) establishes the ethical standards of behaviour for members of Council and committees.

January 25, 2024

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Within the Code are provisions relating to:

- Rules of decorum;
- Use of City property;
- Gifts and benefits;
- Confidentiality;
- Improper use of influence; and
- Conflicts of interest.

The Code requires committee members to:

- Promote and uphold the purpose of the City;
- Participate actively and in good faith;
- Uphold the law and act with the highest degree of ethical behaviour and integrity;
- Treat members of staff and the public with respect;
- Ensure the public trust;
- Comply with the City's Respect in the Workplace Policy; and
- Declare actual and perceived conflicts of interest.

It is important to note that committee members are appointed by Council and may be removed by Council.

Under the Code, members must avoid conflicts of interest. This includes real conflicts of interest under the *Municipal Conflict of Interest Act* and perceived or apparent conflicts of interest.

Only a committee member can determine if they have a conflict of interest. Staff cannot provide advice in this regard or determine if there is a real or apparent conflict of interest. There are questions a member can ask when assessing a potential conflict of interest:

- Have I been or am I in any way involved with the matter personally or professionally?
- Are any of my business partners or family members connected with the matter?
- Am I capable of addressing this matter without bias? Is my mind open to following a course of action that may be different from my original position?
- Have I considered public interest as a priority?
- What would a reasonable person, apprised of all the relevant facts, believe about whether I am influenced by my personal and/or business interests if I vote on this matter?

January 25, 2024

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If you have determined that you have a conflict of interest, you must declare it at the start of the meeting under the agenda item Disclosure of Pecuniary Interest. When the matter is being considered by the committee you will be able participate in the discussion; however, you will not vote on the matter.

### Committee Procedure

The following are tips and advice regarding meeting procedure:

- Committee meetings are held virtually using Zoom. Details regarding participation in virtual meetings can be found in the [Electronic Meeting Management Guide](#).
- When voting, members are asked, if able, to physically raise their hand to indicate their vote. You cannot abstain from a vote; any member that does not indicate their vote will be recorded as an 'opposed' vote. A member may also indicate their vote orally, or use the Raise Hand function in Zoom.
- Under Approval of the Agenda, members have an opportunity to change the order of business or add items to be considered under Other Business.
- Confirmation of Minutes is where members have a chance to correct errors or add omissions to the record. The minutes are the official record of the meeting and are recorded by the clerk without note or comment. They are not a verbatim transcript of the meeting. Once confirmed by the committee, minutes are posted to the City website.
- Delegations are an opportunity for members of the public to speak to the committee. Delegations are provided five minutes to speak, followed by a question & answer period. Each committee member may ask a maximum of two questions per delegation. A maximum of five delegations may appear on the agenda, speaking to either agenda items or non-agenda items that are topics within the mandate of the committee. The public cannot ask questions during a delegation.
- Briefings are presentations from staff regarding an agenda item. There is a 10-minute maximum speaking time, followed by unlimited questions from the committee. The public cannot ask questions during a briefing.
- Motions are requests by committee members to Council to direct staff to provide information to the committee. A motion must be submitted in advance to the committee clerk no later than seven days prior to the meeting. No committee has authority over a City department and a committee cannot direct staff to spend money or undertake work. A motion approved by a committee must also be approved by Council.
- Notices of Motion are an opportunity for a member to advise the committee of a motion that the member intends to bring forward at a future meeting.

January 25, 2024

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- Other Business is where members may provide a brief update on topics of interest to the committee. A request to speak under Other Business must be added during the Approval of Agenda. No debate or advancing of business is allowed under Other Business.
- Correspondence is where letters and emails received from the public regarding committee business are received. There is no debate or discussion permitted; however, correspondence can be referenced during the Business portion of the agenda.

**Existing Policy/By-Law**

[Accessibility for Ontarians with Disabilities Act, 2005](#)

[Ontario Regulation 191/11, Integrated Accessibility Standards Regulations](#)

[City of Kingston 2023 – 2025 Multi-Year Accessibility Plan](#)

**Financial Considerations**

None

**Contacts:**

Derek Ochej, Deputy City Clerk, 613-546-4291 extension 1252

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

None

## **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

## 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.

Project Manager: Richard Mitchell, FMCS

Project Contact: 613-876-0444 ; rdmitchell@cityofkingston.ca

Project Name: Surface Lot Lighting Upgrades

Project Location: Multiple parking lot sites, listed below

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.

Project will involve installing new lighting systems over the extent of multiple parking lots where lighting does not currently exist. Lighting at each site will be provided by overhead LED fixtures mounted on poles.

We are seeking MAAC review in order to confirm target light levels over each site and to provide feedback on other considerations we might want to include.

The project is currently in the design phase, with Construction expected to take place in Spring/Summer 2024.

The sites included in this project are as follows: KGH Waterfront Lot (16 King St W), Richardson Beach lot (20 King St E), and the Pump House Lot (23 Ontario St).

Project Manager: **Richard  
Mitchell**

Digitally signed by Richard  
Mitchell  
Date: 2023.11.08 16:10:21  
-05'00'

Date: 11/8/23

Director’s Approval: ORIGINAL SIGNED BY DIRECTOR

Date: 11/8/23

## **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

**MAAC Project Team Request – Director’s Approval**

Project Manager: Dan McDougall

Project Contact: Dan McDougall, dmcdougall@cityofkingston.ca

Project Name: Isabel Turner Library - Branch Renovation

Project Location: 935 Gardiners Road, Kingston, ON., K7M 9A9

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 scope of work involves mechanical system replacement and interior renovations to the building including entrance and ramp, washrooms, universal washrooms, study rooms and meeting rooms at Isabel Turner Library. The library will be closed for the renovations.

As the project scope is somewhat large, we are requesting two MAAC representatives if possible, to review design documents between February and July 2024 and then review the completed construction. Complete construction date to be determined.

Project Manager:

Date:



Manager’s Approval:

Date:



Director’s Approval:

Date:



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.





## Kingston Area Taxi Commission

12-1201 Division Street, Kingston, Ontario, K7K 6X4

Office: (613) 547-3763

Fax: (613) 770-0443

Hotline: (877) 613-TAXI

Email: [info@katc.ca](mailto:info@katc.ca)

November 13, 2023

Via email to: [cloconnor@cityofkingston.ca](mailto:cloconnor@cityofkingston.ca)

c/o Christine O'Connor  
Committee Clerk  
Office of the City Clerk

Dear Christine, et al, MAAC,

**RE: Municipal Accessibility Advisory Committee (MAAC) per Item 2 of New Motions of the Kingston Area Taxi Commission Agenda 11-2023, held November 8, 2023.**

On behalf of the Kingston Area Taxi Commission, I am pleased to provide you with a copy of the recently carried motion respecting communications and correspondence to and between the Municipal Accessibility Advisory Committee (MAAC) and the Kingston Area Taxi Commission.

By way of this motion to amend our By-Law Number 3 to adopt new provisions to the by-law, it is our hopes that we continue to strengthen our ongoing relationship and open-door communications, ensuring all matters of accessible transportation and accessibility respecting our accessible community and vulnerable citizens are expeditiously addressed.

Yours Sincerely,



**Joseph R. Dowser**

Chair

Kingston Area Taxi Commission

Phone: 613-547-3763 ext.102

Mobile: 613-770-0443

Email: [jdowser@katc.ca](mailto:jdowser@katc.ca)

12-1201 Division Street

Kingston, ON K7K 6X4

[www.katc.ca](http://www.katc.ca)



## Kingston Area Taxi Licensing Commission

### Motion to Taxi Commission

Motion Number: 23-016

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To: Members of the Kingston Area Taxi Commission  
Resource Staff: Joseph Dowser, Chair, Kingston Area Taxi Commission  
Date of Meeting: November 8, 2023  
Subject: Municipal Accessibility Advisory Committee

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**Whereas** the Chair of the Kingston Area Taxi Commission attended the Municipal Accessibility Advisory Committee meeting held Thursday, November 2, 2023, as a delegation;

**Whereas** the Chair of the Kingston Area Taxi Commission expressed to the MAAC the necessity and importance of consistent communications between the KATC and the MAAC respecting matters of accessible transportation and accessibility, and;

**Whereas** the Municipal Accessibility Advisory Committee will provide for the same between the MAAC and the KATC respecting matters of accessible transportation and accessibility.


**Therefore Be It Resolved That** the Kingston Area Taxi Commission, on recommendation, adopt "Municipal Accessibility Advisory Committee (MAAC)" to By-Law Number 3 as follows;

#### **MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEE (MAAC)**

- 60 That the Kingston Area Taxi Commission provide communications on matters and items of accessible transportation and accessibility with the Municipal Accessibility Advisory Committee (MAAC);
- (a) by forwarding agendas and minutes of the Accessible Committee meetings;
  - (b) by delegation at Municipal Accessibility Advisory Committee meetings, and;
  - (c) by any other means deemed required by the Kingston Area Taxi Commission.

Moved by: Commissioner Dowser  
Seconded by: Commissioner Fraser

Carried: November 8, 2023  
(Three Readings)

Chair: 

Date: November 10, 2023