



**City of Kingston
Municipal Accessibility Advisory Committee
Meeting Number 02-2024
Agenda**

**Thursday, March 7, 2024 at 1:00 p.m.
In a virtual, electronic format**

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

Committee Composition

Aimee Burtch, Chair
Councillor Tozzo
Amanda Amesse
Mercedes Augustyn
Penny Bennett
Dorothyanne Brown
Regan Buccioli
Chantaille Buczynski
Dinah Cotter
Andrea Fitzgerald
Rene Hart
Susan Mockler
Andrea Palmer Nash
Megan Quin
Aldo Ramirez

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

3. Confirmation of Minutes

- a) **That** the minutes of the Municipal Accessibility Advisory Committee Meeting Number 01-2024 held on January 25, 2024, be approved.

4. Disclosure of Pecuniary Interest

5. Delegations

6. Briefings

7. Business

a) **2023 Accessibility Plan Status Update**

The Report of the Director of Legal Services & City Solicitor (MAAC-24-004) is attached.

Schedule Pages 1 – 11

Recommendation:

That the Municipal Accessibility Advisory Committee recommend to Council:

That the 2023 Accessibility Plan Status Update, attached as Exhibit A to Report Number MAAC-24-004, be received and made available to the public via the City of Kingston website.

b) **Accessibility Office Update – Q4 2023**

The Report of the Director of Legal Services & City Solicitor (MAAC-24-005) is attached.

Schedule Pages 12 – 20

Recommendation:

This report is for information only.

c) **Municipal Accessibility Work Plan – Equity, Diversity and Inclusion Office Update**

The Report of the Commissioner of Community Services (MAAC-24-007) is attached.

Schedule Pages 21 – 43

Recommendation:

This is for information only.

d) Appointments to Project Teams

- i. Public Art Program (1 appointment) Schedule Page 44
- ii. Accessible Parking Spaces (2 appointments) Schedule Page 45
- iii. Transit Stations (1 appointment) Schedule Page 46
- iv. City Hall Exterior Signage (1 appointment) Schedule Page 47
- v. Kirkpatrick Fountain Restoration (1 appointment) Schedule Page 48
- vi. City Hall Railings (1 appointment) Schedule Page 49
- vii. Ronald Lavallee Memorial Kiwanis Park Renovation (2 appointments) Schedule Page 50
- viii. Grenadier Courts Redevelopment (1 appointment)) Schedule Page 51
- ix. Victoria Street & Collingwood Street, Combined Sewer Separation (2 appointments) Schedule Page 52
- x. Intersection Improvements at Montreal Street at John Counter (2 appointments) Schedule Page 53
- xi. Kingston East Community Centre (1 appointment)

8. Motions

9. Notices of Motion

10. Other Business

11. Correspondence

12. Date of Next Meeting

The next meeting of the Municipal Accessibility Advisory Committee is scheduled for Thursday, May 2, 2024 at 1:00 p.m.

13. Adjournment



City of Kingston
Report to Municipal Accessibility Advisory Committee
Report Number MAAC-24-004

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: March 7, 2024

Subject: 2023 Accessibility Plan Status Update

Council Strategic Plan Alignment:

Theme: Regulatory & compliance

Goal: See above

Executive Summary:

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and its regulations require municipalities to prepare a Multi-Year Accessibility Plan (the Plan), make the Plan available to the public, and consult with the Municipal Accessibility Advisory Committee (MAAC) regarding the preparation of the Plan. The AODA also requires annual status updates on the accomplishments achieved and progress made in terms of meeting objectives of the Plan.

The purpose of this report is to transmit the 2023 Accessibility Plan Status Update, which is attached to this report as Exhibit A.

Recommendation:

That the Municipal Accessibility Advisory Committee recommend to Council:

That the 2023 Accessibility Plan Status Update, attached as Exhibit A to Report Number MAAC-24-004, be received and made available to the public via the City of Kingston website.

March 7, 2024

Page 2 of 4

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 | <input checked="" type="checkbox"/> |
| 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 |

March 7, 2024

Page 3 of 4

Options/Discussion:

Background

The Integrated Accessibility Standards Regulation (IASR), Ontario Regulation 191/11, requires that the City of Kingston develop a Multi-Year Accessibility Plan (the Plan) which outlines the actions and steps the municipality will take to remove barriers to accessibility. The Plan must be reviewed and updated at least once every five years. Additionally, the City must prepare an annual status report on the progress of measures taken to implement the Plan.

The 2023 Accessibility Plan Status Update, attached to this report as Exhibit A, provides MAAC with an update on the achievements and successes accomplished by City staff in implementing the [2023 – 2025 Multi-Year Accessibility Plan](#). This report represents the first annual update to the 2023 – 2025 Multi-Year Accessibility Plan, which was developed throughout 2022 with the assistance of MAAC, City staff, and Kingston residents, including those that identify as having a disability. The 2023 – 2025 Multi-Year Accessibility Plan builds upon the foundation of the City’s previous two multi-year accessibility plans, with a focus on removing barriers and improving access above and beyond the legislated requirements and ensuring that accessibility considerations are incorporated into the day-to-day operations of the City.

Following its presentation to Council, the 2023 Accessibility Plan Status Update will be made available to the public via the [accessibility page](#) of the City of Kingston website.

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

The annual update on the status of initiatives outlined in the 2023 – 2025 Multi-Year Accessibility Plan provides the Committee, along with Kingston residents, an indication of the progress made by the City on improving accessibility for all residents. The update also provides staff with an opportunity to reflect on improvements, and to identify areas for consideration in future years as outlined in the Multi-Year Plan.

Existing Policy/By-Law

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

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

Financial Considerations

None

Contacts:

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

March 7, 2024

Page 4 of 4

Other City of Kingston Staff Consulted:

All Directors were provided an opportunity to review Exhibit A – Accessibility Plan Status Update.

Exhibits Attached:

Exhibit A – 2023 Accessibility Plan Status Update

2023 Accessibility Plan Status Update

Introduction

This report provides an annual update on the progress made and work completed by City staff in 2023 to meet the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the Integrated Accessibility Standards Regulation (IASR), Ontario Regulation 191/11.

Under the IASR, the City of Kingston is required to develop a multi-year accessibility plan, which outlines, over a maximum five-year period, the actions and steps the municipality will take to remove barriers to accessibility. This report acts as a companion to the City's 2023 – 2025 Multi-Year Accessibility Plan.

The 2023 – 2025 Multi-Year Accessibility Plan is based on best practice research, and input from City employees, the Municipal Accessibility Advisory Committee (MAAC), and Kingston residents, including persons with disabilities. The 2023 – 2025 Multi-Year Accessibility Plan, and this report, are organized around the five standards contained within the IASR and the general requirements of the AODA.

The five standards of the IASR are:

1. Customer service;
2. Information and communications;
3. Employment;
4. Transportation; and
5. Design of public spaces.

The general requirements of the AODA include:

- Procurement; and
- Training.

Introduction

2023 was the first full year of the 2022 – 2026 term of Kingston City Council. Throughout the first half of 2023 Council worked with City staff to create the [Kingston Strategic Plan 2023 – 2026](#). The Strategic Plan sets Council's overall vision for the term, which City staff work towards implementing. The Strategic Plan also provides Kingston residents with an understanding of the priorities established by Council.

Considerations of accessibility can be found throughout the Strategic Plan. One of the five foundational principles identified to help staff deliver on its strategic priorities is “Advance Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) in the corporation.”

Within the five pillars of the Strategic Plan, the following actions can be found related to accessibility:

3. Build an Active and Connected Community

- In Section 3.1.2, evaluate opportunities for innovative adaption and reuse of aging buildings, there is an action to develop a City-wide plan that identifies existing inventory, and strategy to increase accessibility, in playgrounds as part of park renovations and new park development;
- In Section 3.3.2, prioritize pedestrian connections and dedicated cycling lanes, there is an action to design and construct 31 pedestrian crossings by the end of 2026; and
- In Section 3.4.2, identify strategies to improve road safety and continue to implement Vision Zero Road Safety Plan, there are actions to review all neighbourhood speed limits by end of 2026 and develop an education program for pedestrian crossings and pedestrian safety at intersections by the end of 2024.

4. Foster a Caring and Inclusive Community

- In Section 4.4.1, lead the implementation of the Community Safety and Well-being Plan, there are actions to create a new City service area focused on the implementation of the Community Safety & Wellbeing Plan and to update the Age Friendly Plan;
- In Section 4.1.3, advocate for increased provincial funding to address mental health and addictions issues;
- In Section 4.3.1, explore innovative approaches and partnership opportunities to attract healthcare professionals to the city; and
- Section 4.5.2 contains several actions to advance Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) in the community.

Staff will work towards accomplishing the above priorities throughout the remaining term of Council. Progress updates will be included, where appropriate, in future Accessibility Plan status updates.

Achievements and Successes

Customer Service

- Held the 13th annual [Celebrating Accessibility Awards](#), recognizing two community members (Amber Potter and Eva Carlin) and two community organizations (Bloom Skills Centre and Extend-A-Family Kingston), for their contributions beyond legislated requirements to improving accessibility for persons with disabilities in Kingston.
- Completed the Kingston Music Strategy that included IIDEA as a foundational principle to the Strategy and applied to all recommendations, such as spaces and types of venues, promoting diverse genres, policies, and audience access.
- Initiated a large-scale review of the City of Kingston Arts Fund that includes in its scope providing greater access to arts funding, and to prioritize artists, arts workers and residents who are part of equity deserving groups, including the deaf and disability arts sector, in the public engagement process.
- Continued to offer discounted tickets for Grand OnStage shows through the Municipal Fee Assistance Program and the Pay What You Want program. Program evaluation included goals and key performance indicators on improving access to discount ticket offerings.
- Facilitated accessibility accommodations for students/young people during Grand OnStage shows such as creating quiet/relaxed spaces in the theatre, selected shows for the season that focus on disability, accessibility, and inclusion themes, and supported community partners who work in developmental services to provide access to Grand OnStage shows.
- Continued community partnerships for summer arts programming being made available to long-term and extended care facilities, including a fully accessible performance by Erin Ball and Kingston Circus Arts.
- Partnered with Bloom Skills Centre by providing space within the Centre 70 Community Centre for a community café where individuals with intellectual disabilities learn employment skills to expand their job opportunities in the community.
- Continued to incorporate and expand upon accessibility considerations into City-held special events. Highlights include:
 - accessible access points and the inclusion of a sensory friendly zone at the Inter-Cultural Arts Festival;

Exhibit A to Report Number MAAC-24-004

- American Sign Language interpretation for opening ceremonies and presentation of the Civic Awards;
 - a sensory friendly skate with reduced sound and lighting during K-Town Countdown on New Year's Eve;
 - accessibility seating area at Rockin' the Square; and
 - accessible parking and drop-off areas along with accessible portable washrooms at the Sheep Dog Trials.
- Acquired new assistive listening device technology for use in Council Chamber, as well as a portable system for use at City events.
 - Launched an online pass renewal portal for Kingston Transit. The portal allows riders to renew monthly or weekly passes or add funds to multi-ride cards without being required to visit a physical storefront location. Renewals will also be processed instantly as compared to the previous 24 to 48 hours renewal process.

Information / Communication

- Completed a review of the Accessible Consultation Process Policy, with the updated policy approved by Council in February 2024. The purpose of the Policy is to ensure that the City complies with the requirements under the AODA and IASR for consultation with MAAC, persons with disabilities, and the public. The Policy also recognizes that achieving the highest level of inclusion with respect to consultation on City decision making is to the benefit of all community members.
- Conducted a public education campaign during Accessibility Awareness Week focused on service animal etiquette. The primary focus of the campaign was sharing etiquette tips for the public when interacting with service animals and their handlers. A [video](#) was produced and promoted through social media, along with messaging in City facilities. An additional focus of the campaign was sharing information on the rights and responsibilities of businesses with respect to serving customers with service animals. An information post card was sent via Canada Post to all Kingston businesses.
- Continued work on the redesign of the City website to be highly accessible from design and content perspectives. This includes reduced reliance on complex PDF content and a shift to simpler web-based content, including a shift from PDF forms to web-based forms.
- Incorporated accessibility as an integral component of the development of the MyKingston portal. This process includes accessibility as an acceptance criterion before any feature is moved into production.

Exhibit A to Report Number MAAC-24-004

- Began a pilot project called Welcoming Streets. In collaboration with Downtown Kingston BIA and Addiction and Mental Health Services Kingston, Frontenac, Lennox & Addington, the aim of the program is to communicate directly and support vulnerable individuals who may be experiencing homelessness, addiction, or mental health difficulties, treating them with respect and supporting them in accessing the services they may need.
- Received the final report from Age-Friendly City Working Group work, the recommendations from which will be reviewed by the newly established Community Development and Wellbeing Department in 2024.

Employment

- Participated in Disabilities Mentoring Day. City staff members volunteered to act as mentors to persons with disabilities who were seeking access to workplace contacts, environments, skills, and human resource processes. Through participating in the day, the City corporately, and staff individually, learned about accessible employment in a real world setting and are exposed to an often-untapped pool of employee talent. The City also provided sponsorship funding for Disabilities Mentoring Day.

Transportation

- Received feedback from MAAC regarding accessible parking requirements focused on time limits, fees, and availability. Feedback received will be incorporated into a review of City parking fees and fines to be conducted in 2024.
- Completed installation of two new accessible transit bus stations. The new model of station includes increased turning radius within the shelter, vision strips on glass walls and edges, tactile warning surfaces at entrances, bariatric seating, and enhanced lighting.
- Continued public consultation on the Williamsville Transportation Study. Goals for the project, which is defined as east of Princess Street at Bath Road and Concession Street to Division Street, include reconfiguring the right-of-way to improve pedestrian experience with wider sidewalks and amenities and prioritizing transit travel times throughout the corridor.
- Held an Open House to begin identifying alternate locations and designs for a pedestrian and cycling crossing over John Counter Boulevard and the CN Rail tracks to create a north-south connection for the K&P Trail between Division Street and Elliot Avenue.

Exhibit A to Report Number MAAC-24-004

- As part of construction work at intersection of Queen Mary Road and Bath Road, upgraded intersection to all ages and ability intersection, enhancing safety for both pedestrians and cyclists.
- Sought feedback from community on improvements to Montreal Street and John Counter Boulevard intersection. Project scope includes new lighting, traffic signals, signage, the addition of a multi-use pathway, and transit stop features.
- Hired 17 winter control staff, tasked with providing winter maintenance for sidewalks and bus stops.
- Developed a winter maintenance bus stop map containing information to ensure bus stops are cleared appropriately and to allow adequate room for riders to enter and exit buses.

Design of Public Spaces

- Completed repairs to accessible entrance to City Hall.
- Completed renovation of Richardson Beach Bathhouse. Renovations included installation of power door operators, universal washroom with adult change table, widened corridors, accessible change rooms and washrooms and contrasting finishes on floor, walls, and doors.
- Installed graspable handrails on main staircase in City Hall.
- Worked in partnership with The Inclusive Play Project, a community-led fundraising initiative working towards the creation of Kingston's first highly inclusive playground. Staff received Council approval to continue working with community partners and have offered City park space for the future location of the park.
- Met with the Public Art project team and reviewed plans for upcoming public art projects including Rideau Heights Community Centre and Kingston East Community Centre.
- Completed construction on Gerard Hunt Memorial Park. Features include accessible pathways, playground equipment, splash pad, and shade shelter.
- Began work on first phase of Bayridge Drive active transportation improvements. The project connects Cataraqui Woods Drive to Woodbine Road with a protected, off-road route for pedestrians and cyclists and includes upgraded signalized intersections along route.
- Constructed sidewalks on McMahan Avenue, Lancaster Drive, Wise Street, and Westbrook Road to fill gaps in current sidewalk network as part of Active Transportation Master Plan.

Exhibit A to Report Number MAAC-24-004

- Received feedback on construction of new parks in Creekside Valley and Westbrook neighbourhoods, and renovation of Rodden Park, Compton Park, and Garrigan Park. Projects involve upgrades to equipment at existing parks, along with new bench seating and accessible pathways and safety surfacing.
- Began construction on 32 accessible and affordable housing units spread across six different housing projects.
- Completed a full sidewalk inspection with over 400 trip hazards being removed and 1,100 meters of sidewalk in poor condition being replaced.
- Increased the capital budget by \$1,000,000 for 2024 to continue work to replace or repair damaged sidewalks as part of a multi-year project to improve sidewalk conditions.
- Upgrade the intersection crossing at Sydenham Road and Unity Road to improve accessibility for students attending Elginburg Public School.

Training

- Several departments held independent training sessions for staff focused on de-escalation and destigmatization.
- New staff hires, including members of City Council, received training on the AODA, IASR, the Ontario Human Rights Code and accessible customer service.
- Continued to offer training on accessible document creation and remediation to City staff members.

Conclusion

2023 represents the first year of the 2023 – 2025 Multi-Year Accessibility Plan for the City of Kingston. Coupled with the Kingston Strategic Plan 2023 – 2026, the City of Kingston will continue its progress towards increasing accessibility and inclusivity in all City facilities, services, and programs. Staff are also committed to not creating any additional or new barriers to accessibility.

Staff wish to recognize the contributions of members of MAAC through their service on the Committee and in providing their feedback and advice directly to City staff on projects.

Information regarding accessibility at the City of Kingston, including the 2023 – 2025 Multi-Year Accessibility Plan and Annual Status Reports, can be found on the [City website](#). This information is available in hard copy and alternate formats upon request.



City of Kingston
Information Report to Municipal Accessibility Advisory Committee
Report Number MAAC-24-005

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: March 7, 2024

Subject: Accessibility Office Update – Q4 2023

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

This report summarizes the recent activities within Kingston related to accessibility. Specifically, this report provides customer service statistics for the fourth quarter of 2023, as well as a status update on other Accessibility Office work for the quarter.

Recommendation:

This report is for information only.

March 7, 2024

Page 2 of 7

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	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

March 7, 2024

Page 3 of 7

Options/Discussion:

Background

This report outlines the customer service statistics related to accessibility for 2023. The statistics are provided by the City's Customer Experience Division and summarize contacts by telephone, email and social media, as well as reports logged directly by residents in the [MyKingston](#) portal, the City of Kingston's Customer Relationship Management software. The data presented in Exhibit A of this report shows the related service areas within the City and the seven customer service policy classifications. Details of each contact are documented in MyKingston and sent to the appropriate department for resolution.

Analysis

The total inquiries in the fourth quarter of 2023 were 116, down from 132 inquiries received in the previous quarter of 2023. The total number of inquiries received in the fourth quarter of 2023 (116) is identical to the number of inquiries received in the fourth quarter of 2022 (116). Compared to the four-year average (2019 to 2022) for inquiries in the fourth quarter of a year (90), the 116 inquiries received in the fourth quarter of 2023 represents an overall increase.

As has been consistent throughout 2023, parking represented the largest number of inquiries in the fourth quarter, at just over two-thirds of all inquiries (79 out of 116). 41 of the 79 parking inquiries were requests for review of tickets issued for parking illegally in an accessible parking space. The review requests can be generalized as follows:

- Person was holder of an accessible pass, but the pass was either expired or not displayed properly;
- Person claiming they were unaware that they had parked in an accessible parking space;
- Person issued ticket is not a Kingston resident and was not aware that they were required to pay for use of an accessible parking space; and
- Person issued ticket for non-payment but payment equipment or Honk mobile app did not accept payment.

14 inquiries were reports related to malfunctioning payment equipment for an accessible parking space and the remaining inquiries were persons reporting cars parked illegally in accessible spaces or blocking access to sidewalks.

Transit (10), Recreation & Leisure (eight) and Building Services (five) were the additional categories with the highest number of inquiries. Additionally, Roads and Sidewalks inquiries (six) were significantly below the four-year average for the fourth quarter (16). More detailed information on these categories can be found in the following subheadings.

March 7, 2024

Page 4 of 7

Transit

The total number of Transit inquiries (10) received in the fourth quarter was slightly below the four-year fourth quarter average of 13. Inquiries were primarily related to driver training regarding the use of wheelchair restraint equipment, requests for service for bus shelters and requests for clarification regarding priority seating:

- #4 Cataraqui at the Kingston Centre transfer point, the yellow sand box is placed on the platform in the way of people using accessible devices. Can this box be moved to enable better movement of people using accessible devices?
- Regarding the new wheelchair system in place on the buses, the driver was trying to explain this morning. Resident would like to know how the wheelchair systems work on the bus and is requesting a call back from Transit staff.

Building Services

Inquiries for Building Services (five) saw a small increase compared to previous quarters, consistent with an increase that occurred in the third quarter of 2023. Three of the inquiries, along with the three inquiries for Planning Services, were related to access to the Loblaws at the Kingston Centre. The pedestrian access from Sir John A Macdonald Boulevard and Elmwood Street, which is located on privately-owned property, was initially blocked as a result of construction on the property. Since this time, the property owner has agreed to create a new pedestrian access:

- Where they're planning to build the Canadian Tire, a fence had been put up that blocks the sidewalk along Sir John A Macdonald Boulevard where the lights are with Elmwood Street. There is no sidewalk access from lights on Sir John A Macdonald due to this fence being up and blocking the sidewalk. People with mobility aids are having a hard time navigating the area.

Recreation & Leisure

Inquiries for Recreation & Leisure (eight) represented an increase above the four-year fourth quarter average of two. Inquiries were related to accessible washrooms in City facilities and a lack of, or non-operating, automatic door openers at City facilities.

- A constituent reached out about the lack of an accessible door button at Centre 70.
- My son regularly participates in a skating program at Centre 70 arena. He is non-ambulatory and uses a walker to skate. There is a door opener button on the door to come from outside to inside of the arena, but once we get into the arena, there is no push button to access the ice surface, leaving us to fumble through with his stroller, walker and skate bag. I'm wondering if there can be a button installed?

March 7, 2024

Page 5 of 7

Roads and Sidewalks

Inquiries related to Roads and Sidewalks (six) were down significantly compared to previous fourth quarters due to a lack of winter weather events in Kingston during the time period. The six inquiries received were reports of sidewalks requiring repair or maintenance in various areas of the city.

- One of the sidewalks on Gardiners Road between Taylor-Kidd Boulevard and Princess Street is in horrific condition with cracks. The slopes going down towards the driveways are not very good for somebody needing a mobility aid. These issues are safety concern, even for a pedestrian without a mobility aid. Your attention to this matter through Kingston will be greatly appreciated.
- There is a chunk of sidewalk that has sunken down low on Bath Road in front of Splitsville bowling alley (directly in front of the sign).

2023 Celebrating Accessibility Awards

On November 30, 2023, the City and the Committee presented the 13th annual Celebrating Accessibility Awards at a ceremony held at the Donald Gordon Hotel and Conference Centre. The awards recognize Kingston community members, businesses and organizations that go above and beyond legislated requirements to make Kingston more accessible. Four awards were presented to following community members and organizations:

- Amber Potter, Community Member;
- Eva Carlin, Community Member;
- Bloom Skills Centre, Community Organization; and
- Extend-A-Family Kingston, Community Organization.

The ceremony included a keynote address from Megan Ingram, a disabilities studies scholar and documentary filmmaker. As part of the keynote, a screening was held of one of Megan's three short films in the series *disability and identity*, which discusses disability, sexuality and consent and is used in kindergarten through Grade 12 education in British Columbia.

Project Team Update

The following is a summary of project teams that have completed their work and those that have been formed during the fourth quarter of 2023:

March 7, 2024

Page 6 of 7

Completed Project Teams

- Terra Verde Park
- McBurney Park
- Lake Ontario Park Playground Improvements
- O'Connor Park
- LaSalle Park
- Wheathill Park (Gerard Hunt Memorial Park)

New Project Teams

- 2023 Celebrating Accessibility Awards

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

By sharing statistics and analysis related to accessibility inquiries received by the City, staff are providing members of the Committee with a snapshot of public trends related to accessibility. Staff will also use this data to better understand areas of improvement for accessibility for City programs, facilities and services.

Existing Policy/By-Law

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

[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

March 7, 2024

Page 7 of 7

Exhibits Attached:

Exhibit A – 2023 Accessibility Office Statistics by Service Area and Accessibility Category

Exhibit A – 2023 Accessibility Office Statistics by Service Area and Accessibility Category

Table 1 – Accessibility Office Statistics by Service Area, per quarter (Q1 – Q4 2023)

Service Area	January – March	April – June	July – September	October - December
Building Services	2	1	6	5
City General	0	0	0	2
Clerk's Office	2	2	3	0
Enforcement	1	1	1	1
Engineering	0	0	0	0
Housing & Social Services	1	0	2	0
Licensing	0	0	0	0
Mayor's Office	0	0	0	0
Parking	93	100	67	79
Parks	0	1	5	0
Planning Services	1	1	1	3
Property Standards	0	0	0	0
Recreation & Leisure	9	4	1	8
Roads & Sidewalks	67	20	18	6
Solid Waste	2	3	9	2
Taxation	0	1	0	0
Traffic	0	0	0	0
Transit	13	16	19	10
Utilities Kingston	0	0	0	0
Total	191	150	132	116

Table 2 – Accessibility Office Statistics by Classification, per quarter (Q1 – Q4 2023)

Service Area	January – March	April – June	July – September	October – December
Administrative	2	5	1	2
Assistive Devices	4	0	0	2
Communication	0	0	0	0
Provisions, Goods & Services	185	145	126	110
Service Animals	0	0	5	2
Support Persons	0	0	0	0
Temporary Disruption Notice	0	0	0	0
Total	191	150	132	116



City of Kingston
Information Report to Municipal Accessibility Advisory Committee
Report Number MAAC-24-007

To: Chair and Members of the Municipal Accessibility Advisory Committee

From: Jennifer Campbell, Commissioner, Community Services

Resource Staff: Vanessa Mensah, Manager, Equity, Diversity and Inclusion

Date of Meeting: March 7, 2024

Subject: Municipal Accessibility Work Plan – Equity, Diversity and Inclusion Office Update

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive Community

Goal: 4.5 Promote and support diversity

Executive Summary:

This report provides updates on the Equity, Diversity and Inclusion (EDI) Work Plan (Exhibit A) for the second, third and fourth quarters of 2023. This includes updates on the exploratory research conducted to inform the revision of the municipal Fee Waiver Policy and Newcomers Welcome Day; the planning of diversity events and training; the revision of the procedure of acknowledging and celebrating significant observation and events; and an update on other ongoing deliverables. A similar update report has also been shared with the EDI Committee at its meeting on February 26, 2024.

Recommendation:

This report is for information only.

March 7, 2024

Page 2 of 8

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

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
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	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

March 7, 2024

Page 3 of 8

Options/Discussion:

Fee Waiver Policy

The City of Kingston has an existing Fee Waiver Policy that was implemented to ensure consistency, equity and transparency in addressing requests for a reduction or waiver of fees for not-for-profit organizations requesting use of municipal facilities for programs, community and special events. A scheduled review of this policy was conducted to ensure it was serving its intended function and providing accessibility to equity deserving groups and communities. Staff completed research by comparing the City's existing fee waiver policies to other municipalities both in and outside Canada and other sectors. The research identified gaps and additional best practices to ensure inclusivity. In collaboration with Recreation & Leisure Services, and based on this review, this policy is now under revision.

National Indigenous Peoples Day

The City is annually honoured to support the Kingston celebration of National Indigenous Peoples Day, which in 2023 included a day filled with Indigenous-led ceremonies, cultural events and programming. The event was a collaborative effort supported by many community partners including the Kingston Native Centre and Language Nest (formerly Kingston Indigenous Language Nest), the Office of Indigenous Initiatives - Queen's University, Limestone District School Board, the Kewaywin Circle, the Sexual Assault Centre Kingston, Tipi Moza - Iron Homes, Kingston Community Health Centres, Kahwá:tsire Indigenous-Led Child & Family Programs, the Métis Nation of Ontario, the Odemin Collective and Kingston Frontenac Public Library.

Approximately 4,000 attendees enjoyed live performances, a Sacred Fire, children and youth programming, and local Indigenous vendors (artists, food and community resources) at City Park from 10 a.m. to 6 p.m. on June 21, 2023. As well, an estimated 600 people participated in a night of music and community where the Juno-award-winning band Digging Roots performed in Springer Market Square. City support was led by the Special Events team of the Recreation & Leisure Services Department, with support from the Heritage Services Department and the EDI Office.

Anti-Racism Working Group

On July 7, 2020, City Council endorsed the City's participation in the establishment of an Anti-Racism Community Working Group (ARWG). The ARWG is community led and its mandate includes advancing equity and inclusion, improving access to justice, the introduction of educational programs about systemic racism, advocating for change and making sure that systemic racism barriers are eliminated. The group had its inaugural meeting on February 1, 2023 and continues to meet bi-monthly.

March 7, 2024

Page 4 of 8

The ARWG, in collaboration with the Anti-Racism Task Force (a group of institutional leaders responsible for designing and developing strategy based on input and recommendations from the ARWG), are developing a community wide anti-racism awareness campaign to bring awareness, education and resources forward on anti-racism. BmDodo Strategic Design has been retained and is currenting surveying the community to determine the campaign strategy.

Indigenous Cultural Awareness Training

In recognition of the third annual National Day for Truth and Reconciliation, the City deployed the first of four modules of Indigenous cultural training in September 2023. Staff were encouraged to complete this training to deepen their understanding of Indigenous history, the ongoing impact of residential schools, the importance of reconciliation and the resiliency of Indigenous people. The remaining modules will be rolled out to staff over the next several months to ensure adequate time is provided to complete and reflect on the content of the modules. Group sessions will be held in the winter of 2024 to assist City staff in processing and cementing their learnings from this training.

Grand Theatre Programming

The EDI Office met with staff from the Arts & Culture Services Department to review the City-led programming presented at the Kingston Grand Theatre from an Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) lens. The focus of this review was related to Grand OnStage, which is a curated season of professional performances presented annually by the Arts & Culture Services Department. Grand OnStage is a multi-disciplinary performing arts program that features over 40 unique national and international dance, theatre, comedy, music and cirque presentations available between September and April each year.

The review looked at the upcoming Grand OnStage season and the shows to be presented, as well as the key performance indicators that have been developed related to this program. The key performance indicators for Grand OnStage are broad and inclusive of marketing, including revenue generation, communications, curation and programming. Through the review, it was determined that Grand OnStage is committed to IIDEA-based goals such as increasing access to diverse and new audiences, increasing appreciation for the arts and building cultural knowledge, offering diverse performing arts experiences for Kingston audiences, promoting artists that identify as Indigenous, Black and People of Colour, and improving access to performing arts experiences.

Rockin' the Square

In 2023, the City presented the Rockin' the Square event, an annual free live music concert in Springer Market Square, which was planned and programmed through an IIDEA lens, to showcase diverse artists to Kingston audiences and reduce barriers to access. The concert took place on Friday, July 28, 2023, featured two major Canadian hip hop artists, Kardinal Offishall, the first Canadian rapper in history to top the Billboard Top 100 charts, with special guest

March 7, 2024

Page 5 of 8

Maestro Fresh Wes, the first hip hop artist to receive a JUNO Award for Best Rap Recording of the Year. Local hip hop artist, Keaton Ryan who is known for his energetic and provocative material that provides thoughtful social commentary, opened the show. Free public transit was offered on the evening of the event.

Emancipation Day

The City had the privilege to support Emancipation Day in 2023, which recognizes the day the Slavery Abolition Act of 1833 came into effect across the British Empire, formally ending slavery in Canada and its other colonies. Canada's federal government first recognized Emancipation Day in 2021 and Kingston City Council asked that it be recognized in 2022, and beyond, as a reminder of Canada's history of enslaving people of African descent as well as Indigenous Peoples. It was also an opportunity to celebrate the past and present accomplishments of Black people in Kingston.

This year's theme, Thriving in Colour, was chosen to honour the resiliency of the Black community in Kingston in the face of ongoing anti-Black racism and discrimination. The City worked with residents and many community partners to offer an expanded range of programs over the course of a week leading up to Emancipation Day that included a week long basketball camp with a pro basketball player for youth, a black block party featuring local black businesses and a festival showcasing black talent. Community partners for this year's celebration included Queen's University, St. Lawrence College, Kingston Frontenac Public Library, Agnes Etherington Art Centre and the Downtown Kingston Business Improvement Area (BIA) as well as locally Black-owned businesses and Black artists and creatives.

Intercultural Arts Festival

On September 17, 2023, the City celebrated Kingston's rich diversity through people, food, music, art and culture at the annual Intercultural Arts Festival. The festival was led in collaboration with Recreation & Leisure Services, Arts & Culture Services and the Marketing & Public Engagement Division.

The event started with various community leaders acknowledging efforts to combat the legacy of systemic racism and the City's demonstrated commitment to creating belonging. The City removed barriers to increase participation for all groups. Approximately 5,000 attendees enjoyed 11 workshops, 16 food vendors, 21 on stage performances, 15 cultural pavilions and 19 community organization pavilion attractions.

Ongoing Deliverables

Pride 2023 Event and Crosswalk Updates

Since 2018, the City of Kingston has facilitated the painting of the courtesy crosswalk located in front of City Hall in recognition of Pride Month. The colours required have been applied within

March 7, 2024

Page 6 of 8

the existing design of the ladder crosswalk at the beginning of June each year and painted over again at the end of the month.

In May 2023, the courtesy crosswalk in front of City Hall was removed for safety reasons. This commenced a discussion with the 2SLGBTQIA+ community regarding a temporary relocation of the Pride crosswalk as well as the location and design of a permanent Pride crosswalk that had been previously requested and discussed.

City staff met with a select number of community representatives from Kingston Pride in late May 2023 to discuss the location and design of a temporary crosswalk. It was determined the preferred location would be the intersection of Ontario and Clarence Streets (west of the location of the former courtesy crosswalk). It was also determined that the preferred design would be the updated Progress Pride flag that includes recognition of the Intersex community (yellow triangle with purple circle).

In discussion with community representatives, it was also decided that it would be beneficial to facilitate a community engagement process during Kingston Pride to determine the preferred location and design of a permanent Pride crosswalk. As such, the community engagement process was facilitated as part of the Kingston Pride Community Fair held on June 17, 2023 in Confederation Park. Five questions were posed and 200 people participated in the survey with the majority selecting the intersection of Ontario and Clarence Streets as the preferred location for a permanent Pride crosswalk using the updated Progress Pride flag as the design. The target date for this installment is Summer 2024 after the environmental assessment for the Ontario Street and Market Street pedestrianization. A summary of the community engagement on the Pride crosswalk can be found attached to this report as Exhibit B.

Recognition of Significant Observation and Events

Further to the City's Diversity Celebration Calendar established in December 2021, the EDI Office has proposed to use the Canadian Centre for Diversity and Inclusion (CCDI) Diversity Calendar to recognize significant observations and events which are Provincially and Federally observed. It is the EDI Office's goal to create a comprehensive and accurate multicultural calendar that encompasses and represents the diversity of the corporation and community. The current diversity celebration calendar unintentionally excluded some cultural and religious celebrations. As such, staff will be utilizing a nationally recognized calendar that encompasses faith, culture and social justice observances. This calendar has been designed and maintained by the CCDI and can be found at the following link: [2024 CCDI Diversity Calendar](#).

Gender Inclusive Washrooms and Provision of Hygiene Products

In effort to reflect the corporation's commitment to creating a more inclusive and supportive workforce, the EDI Office in collaboration with the Facilities Management & Construction Services team, is actively working to establish a gender-inclusive washroom within all City

March 7, 2024

Page 7 of 8

facilities. As part of this initiative, staff will include the pilot of hygiene products in all identified gender inclusive washrooms. The targeted date for the completion of this project is spring 2024.

EDI Learning Series

The EDI Office has curated a specialized learning series designed for staff to strengthen their understanding and application of EDI principles. This initiative aims to empower staff with the knowledge and skills necessary for effective integration and fostering an inclusive environment within the corporation. Through this series, staff will gain insights into best practices, strategies and tools, equipping them to champion Indigenization, Inclusion, Diversity, Equity and Accessibility throughout the corporation. To begin, the EDI Office will start with Supervisors and above.

Municipal Newcomers Welcome Day

The EDI Office has conducted comprehensive research for a Newcomer Welcome Day event, aimed at welcoming and integrating newcomers into our community for October 2024. The Newcomers Welcome Day will encourage individuals and communities to spread the message of inclusion and collective prosperity. The activities identified will offer an educational component that is themed around acceptance, understanding, diversity and inclusivity. Staff are exploring beginning the event with a Canadian citizenship ceremony in Council Chambers and allowing the public to witness this important milestone this would be followed by tours of City Hall and facilities; an information and services fair with local organizations; live entertainment and performances; and a vendor marketplace offering a diverse selection of culinary delights and products that reflect Kingston's multicultural essence.

2024 Dates for Recognition of EDI Events

Through this report, the EDI Office is seeking feedback from the committee on the proposed dates for EDI awareness and celebration recognition events. The committee's input is crucial in ensuring that the chosen dates align with the community's preferences and accommodates the diverse schedules of the community.

Proposed Dates:

- Intercultural Arts Festival – Sunday, September 22, 2024
- Newcomers Welcome Day – Between October 25 to 28, 2024

Contacts:

Vanessa Mensah, Manager, Equity, Diversity & Inclusion, 613-546-4291 extension 1344

March 7, 2024

Page 8 of 8

Other City of Kingston Staff Consulted:

Kevin Gibbs, Director, Heritage Services

Danika Lochhead, Acting Director, Arts & Culture Services

Autumn Hulme, Communications Officer, Communications & Customer Experience

Exhibits Attached:

Exhibit A - EDI Work Plan 2023-2026

Exhibit B - Summary of the Community Engagement on the Pride Crosswalk

Equity, Diversity & Inclusion Workplan 2023-2026

Priority 1: Organizational Culture

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Draft social media communication and collate educational information on significant National and Provincial days	Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Ongoing
Continued support to organize Pride Parade participation for the staff	HR & Organizational Development, Communications & Customer Experience, Arts & Culture Services, Office of EDI, Transit Services, Fire and Rescue	Internal - for information only	N/A	Ongoing
Continued representation at Workplace Violence and Harassment Committee	HR & Organizational Development, Office of EDI	Internal - for information only	N/A	Ongoing
Create a process to recognize festivals and events for diverse employees	Office of EDI, Communications & Customer Experience	Internal - for information only	Q1 2023	In progress
Pilot program for the provision of hygiene products in staff toilets/bathrooms	Facilities Management & Construction Services with support from the Office of EDI, Communications & Customer Experience	Internal - for information only	Q3 2023	In progress
Identify gender-inclusive bathrooms in current City facilities, where feasible, and update signage	Facilities Management & Construction Services with support from the	Internal - for information only	Q3 2023	In progress

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
	Office of EDI, Communications & Customer Experience			
Develop a communication plan and employee engagement strategy for orange and pink shirt days	HR & Organizational Development, Communications & Customer Experience, Heritage Services, Office of EDI	Internal - for information only	Q3 2023	Complete
Develop a policy for unionized staff to join major corporate initiatives, including participation in sanctioned affinity groups/employee resource groups	HR & Organizational Development, Office of EDI	Internal - for information only	Q3 2023	Deferred
Promote employees' well-being & engagement through the IIDEA Lens	HR & Organizational Development, Office of EDI, Communications & Customer Experience	Internal - for information only	Q1 2024	In Progress
Research on developing an employee hotline for anonymous tips	HR & Organizational Development, Communications & Customer Experience, Information Systems & Technology, support from the Office of EDI	Internal - for information only	Q4 2025	

Priority 2: Attract, Recruit and Retain

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Continued support of the Office of EDI on Hiring panels for managers and above competitions	HR & Organizational Development, Office of EDI	Internal - for information only	N/A	Ongoing
Continued communication and promotion of Employee Resource Groups	HR & Organizational Development, Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Ongoing
Develop a buddy program for new hires	HR & Organizational Development, Communications & Customer Experience, Office of EDI	Internal - for information only	Q4 2023	Deferred
Capacity building and empowerment of Employee Resource Groups	HR & Organizational Development, Office of EDI	Internal - for information only	Q4 2023	In Progress
Review and convert job descriptions and job postings to reflect the gender-neutral and inclusive language	HR & Organizational Development, Office of EDI	Internal - for information only	Q2 2024	
Review the information on KingNet for new hires with IIDEA Lens	Office of Strategy, Innovation & Partnership, HR & Organizational Development, Communications & Customer Experience, Information Systems & Technology, Office of EDI	Internal - for information only	Q2 2024	
Conduct an employee satisfaction survey to highlight	HR & Organizational	Internal - for information only	Q4 2024-26	

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
internal barriers to creating an inclusive organization and sense of belonging for staff, ensuring multiple data collection methods	Development, Communications & Customer Experience, Information Systems & Technology, Office of EDI			
Develop an internship program for internationally trained professionals	HR & Organizational Development, Office of EDI	Internal - for information only	Q1 2025	

Priority 3: Policies & Procedures

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Continued support in the Development of the Talent Management Framework (TMF)	TMF Steering Committee	Internal - for information only	N/A	Ongoing
Ensure all City events are planned with an IIDEA Lens	Recreation & Leisure Services, Arts & Culture Services, Heritage Services	Internal - for information only	N/A	Ongoing
Review the City's current practices with an IIDEA Lens and recommend changes	Office of EDI	Consult and provide input	N/A	Ongoing
Develop a policy for fee-waiver and subsidies for the marginalized community organizations to use the City's facilities	Recreation & Leisure Services, Housing & Social Services, Office of EDI	Internal - for information only	Q2 2023	In progress
Develop Medicine & Smudge Policy	Heritage Services, Facilities Management & Construction Services, Office of EDI	Consult and provide input	Q3 2023	Deferred

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Develop a Cyber Bullying and Online Harassment Policy for staff, Council, boards and committees	Office of the City Clerk, Legal Services, HR & Organizational Development, Communications & Customer Experience, Information Systems & Technology, Office of EDI	Internal - for information only	Q3 2023	Deferred
Develop a framework to review Grand Theatre programming from the IIDEA Lens	Arts & Culture Services, Office of EDI	Internal - for information only	Q3 2023	Complete
Review the Housing & Homelessness Advisory Committee's Honorarium Pilot to introduce it to all Council's advisory committees, boards and working groups	Housing & Social Services, Office of the City Clerk, Office of EDI	Consult and provide input	Q4 2023	Complete
Development of Community Standards By-Law	Legal Services, Office of the City Clerk, Communications & Customer Experience, Office of EDI	Consult and provide input	Q4 2023	Complete
Complete the installation of flag poles as approved by Council	Facilities Management & Construction Services, Heritage Services, Office of EDI	Internal - for information only	Q4 2023	In Progress
Support the development of the City's new website with an IIDEA Lens	Communications & Customer Experience, Information Systems & Technology, Office of EDI	Internal - for information only	Q4 2023	In Progress

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Develop Religious Observance Leave Policy	HR & Organizational Development, Office of EDI	Internal - for information only	Q1 2024	
Implement IIDEA Lens for all City Council's appointment for advisory committees' boards and working groups	Office of the City Clerk, Office of EDI	Internal - for information only	Q1 2024	
Review Accessible Parking Standards	Office of the City Clerk, Licensing & Enforcement, Office of EDI	Internal - for information only	Q3 2024	
Review Municipal Access without Fear policy	Legal Services, Housing & Social Services, Strategy, Innovation & Partnerships, Communications & Customer Experience, Office of EDI	Consult and provide input	Q3 2024	
Review Facility Accessibility Design Standards (FADS) with IIDEA Lens	Facilities Management & Construction Services, Transportation Services, Engineering Services, Building Services, Licensing & Enforcement, Fire & Rescue, Legal Services, Office of the City Clerk, Office of EDI	Consult and provide input	Q4 2024	

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Review Public Arts strategy with IIDEA Lens to ensure systemically excluded and diverse communities of Kingston are represented	Arts & Culture Services, Heritage Services, Communications & Customer Experience, Office of EDI	Consult and provide input	Q4 2024	
Develop a volunteering framework and day-of-service policy for City staff	HR & Organizational Development, Office of EDI	Internal - for information only	Q2 2025	
Develop a framework for inclusive public consultation and engagement from the IIDEA Lens	Communications & Customer Experience, Heritage Services, Office of EDI	Consult and provide input	Q2 2025	
Assess parks, recreation, leisure, arts, culture and heritage programs for affordability and a sliding scale model	Recreation & Leisure Services, Arts & Culture Services, Heritage Services, Housing & Social Services, Financial Services, Legal Services	Internal - for information only	Q3 2025	
Play Structure Accessibility in City Parks - Develop a City-wide plan that identifies existing inventory and a strategy to increase accessibility in playgrounds as part of park renovations and new park development	Engineering Services, Public Works & Solid Waste Services, Office of the City Clerk, Office of EDI	Consult and provide input	Q2 2026	

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Develop and promote an inventory of existing accessibility assistive devices and assess additional needs to ensure alignment with current best practices	Office of the City Clerk, Recreation & Leisure Services, Arts & Culture Services, Facilities Management & Construction Services, Information Systems & Technology, Heritage Services, Residential Long Term Care, Corporate Asset Management & Fleet, Transit Services, Office of EDI	Consult and provide input	Q2 2026	
Develop a new policy/process on street naming and name changing, and conduct a review of current street names with IIDEA Lens	Planning Services, Heritage Services, Fire & Rescue, Engineering Services, Public Works & Solid Waste Services, Transportation Services, Transit Services, Communication & Customer Experience, Office of EDI	Consult and provide input	Q4 2026	
Develop Social Procurement Guidelines	Financial Services, Office of EDI	Internal - for information only	Q2 2026	

Priority 4: Learning & Development

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Continue roll-out of changing one word at a time campaign	Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Deferred
Continue to offer 2SLGBTQ+ Awareness & Allyship Training	Human Resources & Organization Development, Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Deferred
Develop an educational resource on EDI with a legal perspective	Legal Services, Office of EDI	Internal - for information only	Q1 2023	Complete
Roll Out of Indigenous Cultural Awareness E-Learning	Heritage Services, Human Resources & Organization Development, Communications & Customer Experience, Organizational Change Management, Office of EDI	Internal - for information only	Q3 2023	In progress
Design, develop and roll out inclusive leadership behaviour training for City Council and Management	Human Resources & Organization Development, Organizational Change Management, Office of EDI	Internal - for information only	Q4 2023	In Progress
Assist in the rollout of unconscious bias training & guide for hiring managers	Human Resources & Organization Development, Communications & Customer	Internal - for information only	Q4 2023	In progress

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
	Experience, Office of EDI			
Design and develop Intercultural Communication Training	Human Resources & Organization Development, Office of EDI	Internal - for information only	Q2 2024	
Roll Out of Intercultural Communication Training	Human Resources & Organization Development, Communications & Customer Experience, Office of EDI	Internal - for information only	Q4 2024	
Develop a peer-to-peer EDI coaching program	Human Resources & Organization Development, Office of EDI	Internal - for information only	Q4 2025	

Priority 5: Community Engagement & Support

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Collaborate with community partners for the Anti-Racism Working Group & Anti-Racism Taskforce	Mayor's Office, Office of EDI	Consult and provide input	N/A	Ongoing
Assist in reviewing City Hall Illumination, Proclamation and flag-raising applications	Office of the City Clerk, Heritage Services, Office of EDI	Internal - for information only	N/A	Ongoing
Support in Adjudication for the Newcomers Entrepreneur Award	KEDCO, Office of EDI	Internal - for information only	N/A	Ongoing
Participate in Kingston Immigration Partnership's (KIP) International Student Working Group	Strategy, Innovation & Partnerships, Office of EDI	Internal - for information only	N/A	Ongoing
Participate in KIP's Steering Committee	Office of EDI	Internal - for information only	N/A	Ongoing

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Participate in The University Council on Anti-Racism and Equity at Queen's University	Office of EDI	Internal - for information only	N/A	Ongoing
Participate in the Workplace Inclusion Charter community of practice	KEY, Strategy, Innovation & Partnerships, Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Ongoing
Revise newcomers' welcome gift	Strategy, Innovation & Partnerships, Housing & Social Services, Transit Services, Arts & Culture Services, Heritage Service, Recreation & Leisure Services, Office of EDI	Consult and provide input	Q2 2023	Complete
Collaborate in facilitating the community to organize National Indigenous Peoples Day	Heritage Services, Recreation & Leisure Services, Office of EDI	Internal - for information only	Q2 2023-26	In progress
Collaborate in organizing the programming for National Day for Truth and Reconciliation	Heritage Services, Recreation & Leisure Services, Office of EDI	Internal - for information only	Q3 2023-26	In progress
Support in planning and organizing Emancipation Day	Arts & Culture Services, Recreation & Leisure Services, Office of EDI	Consult and provide input	Q3 2023-26	In progress
Collaborate with ethnocultural associations and community partners for Inter-Cultural Arts Festival	Recreation & Leisure Services, Strategy, Innovation & Partnerships, Communications & Customer Experience, Arts & Culture	Consult and provide input	Q3 2023-26	In progress

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
	Services, DBIA, Tourism Kingston, Office of EDI			
Provide consultation in organizing Canada Day Programming with IIDEA Lens	Recreation & Leisure Services, Office of EDI	Consult and provide input	Q3 2023-26	In progress
Research about planning municipal newcomers' welcome day	Recreation & Leisure Services, Office of EDI	Consult and provide input	Q4 2023	Complete
Support to develop and define program to support YSOH community Niche Cases	Heritage Services, Office of EDI	Consult and provide input	Q4 2023	Complete
Develop a framework for Urban Indigenous Advisory Circle (working group)	Heritage Services, Office of the City Clerk, Office of EDI	Consult and provide input	Q4 2023	Deferred
Support Indigenous Inclusion at City Hall initiative	Heritage Services, Office of EDI	Internal - for information only	Q2 2024	
Support Kingston Frontenacs in Memorial Cup Bid and Planning	Recreation & Leisure Services, Office of EDI	Internal - for information only	Q4 2024	
Create a community navigation hub to provide support to systemically excluded residents	Office of EDI	Internal - for information only	Q1 2025	
Develop an award program for community EDI initiatives	Recreation & Leisure Services, Communications & Customer Experience, Office of EDI	Consult and provide input	Q1 2025	
Develop Youth Fellowship Program to include systemically excluded community youth in civic engagement and municipal process	Office of the City Clerk, Mayor's Office, Council & Community Relations, Office of EDI	Consult and provide input	Q3 2025	
Review Mayor's Arts Awards and Civic Awards from IIDEA Lens	Arts & Culture Services, Office of EDI	Consult and provide input	Q1 2026	

Community Engagement on the Installation of a Permanent 2SLGBTQIA+ Pride Crosswalk

The City of Kingston collected data regarding the establishment of a permanent pride crosswalk during the Kingston Parade.

How we engaged:

Kingston Parade – June 17, 2023

A booth was hosted at the Pride Parade Community Fair throughout the day. During that time a digital and paper survey was available for community members to provide their feedback and suggestions for a permanent pride crosswalk.

Who we heard from:

Online:

Statistics from Survey Monkey:

- 21 engaged participants completed the surveys.

Paper:

Statistics obtained during the Kingston Pride Parade:

- 200 engaged participants completed the surveys.

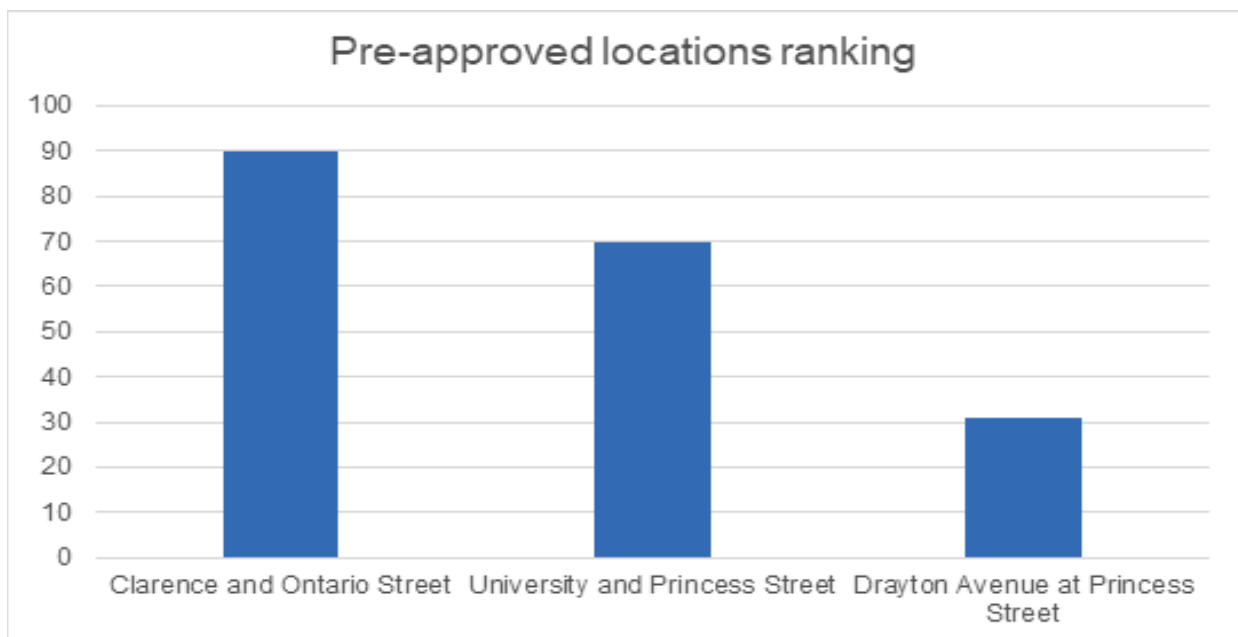
What we heard:

The survey aimed to identify a suitable location for this crosswalk, intending to foster a strong feeling of acknowledgment and support among residents from the 2SLGBTQIA+ Community. More than 95.48% of the participants considered that having a permanent pride crosswalk makes the 2SLGBTQIA+ Community feel recognized and supported by the City of Kingston. Participants emphasized the significance of feeling seen and supported. Comments said it demonstrates that Kingston is an inclusive community, promoting love and understanding.



On the second part of the survey, members of the 2SLGBTQIA+ Community were asked about the flag design (pictured above) to gauge their support and sense of representation. 95.93 per cent of the participants felt supported with the design, while a small group of participants, mentioned that they would prefer to keep the traditional rainbow flag.

Lastly, participants we asked to rank pre-approved location options for the Pride Crosswalk:



Clarence and Ontario Street was the preferred intersection for a permanent Pride Crosswalk among the options, securing the top spot with 45 per cent of the votes. University and Princess Street came in second place, with 35 per cent of the participants selecting it as their preferred choice.

Feedback from the residents of the 2SLGBTQIA+ Community:

The 2SLGBTQIA+ Community provided helpful feedback to improve the future Pride Crosswalk. The community expressed a desire for improved accessibility for disabled individuals. Participants also recommended the inclusion of more than one location to promote inclusivity and representations across different parts of the city. Concerns about safety and potential judgment from other residents were raised as challenges still faced by Kingston's 2SLGBTQIA+ community. Those concerns extended to the crosswalk itself, to address these concerns and avoid any disturbances, they recommend the implementation of security cameras near the crosswalk. This measure is aimed at providing an added sense of security and peace of mind for everyone in the community.

Next Steps:

The City is currently facilitating an environmental assessment and public engagement process related to the potential pedestrianizing of Ontario Street (<https://getinvolved.cityofkingston.ca/ontario-street-pedestrianization>). As such, the installation of the permanent Pride crosswalk cannot proceed until the completion of this assessment in the Fall of 2023.

The City is in receipt of a quote to install a permanent, thermoplast version of the Pride crosswalk and is committed to covering the expense. However, the City is using the wait period to inquire of a sponsorship opportunity for the installation of the permanent Pride crosswalk (<https://www.cityofkingston.ca/business/sponsorship-advertising/sponsorship>).

MAAC Project Team Request – Director’s Approval

Project Manager: Danika Lochhead, Manager, Arts and Sector Development

Project Contact: dlochhead@cityofkingston.ca; 613-546-4291 extension 1277

Project Name: Public Art Program

Project Location: Kingston, Ontario

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 City of Kingston Public Art Master Plan (2014-2019) and Public Art Policy (approved by Council in 2015) guides the development and implementation of an innovative program of public art that recognizes and builds on the City’s diverse history, engages its community and inspires its future leaders. Staff is actively planning and delivering permanent and temporary public art projects and recognizes the need to embed engagement and consultation with the Municipal Accessibility Advisory Committee as an integral part of the established public art review process to ensure that input is provided in accordance with the Accessibility Consultation Process Policy.

Annually, there will be an estimated 2-3 active permanent public art projects and 2-3 smaller, temporary public art projects. Staff meets internally with an Interdepartmental Public Art Group to review projects approximately 5-6 times per year, which is also the anticipated maximum commitment for a MAAC Project Team Member. The scope of work will be to review public art proposals and recommend to staff and the selected artists possible changes and/or adjustments that could be made to proposals to maximize accessibility while respecting the artist’s vision for the work. MAAC’s support for the public art program will be ongoing and staff is seeking continuity in terms of the involvement of the Committee given the specialized nature of the work that changes project to project.

Project Manager: original signed by project manager

Date: July 31, 2019

Director’s Approval: original signed by director

Date: July 31, 2019

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.

MAAC Project Team Request – Director’s Approval

Project Manager: Marissa Mascaro

Project Contact: Greg McLean

Project Name: Accessible Parking Spaces

Project Location: Various locations

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.

This is a request to establish a MAAC project team to review and provide comments on any proposed changes to accessible on-street parking. This is anticipated to entail consultation a few times per year on proposed changes at various locations in the City (i.e. where on-street parking spaces are being created or removed as part of changes to the right-of-ways or proposed changes to the City’s parking inventory).

Project Manager: original signed by project manager Date: March 4, 2019

Director’s Approval: original signed by director Date: March 4, 2019

Upon the approval of the Director, the project manager will email the completed form with signatures to the Committee Clerk for MAAC and the Community Projects Manager, Accessibility.

MAAC Project Team Request – Director’s Approval

Project Manager: Luke MacDonald

Project Contact: Jeremy DaCosta

Project Name: Transit Stations

Project Location: Multiple locations on varying bus routes

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.

- Plan is to upgrade selected transit shelter locations from the standard glass box bus shelters to larger transit stations.
- The stations will have design features and amenities that would not be present at typical bus stops. This could include things like bike racks, trash cans, digital screens, etc. What design features and amenities are to be included will be determined via a public education campaign.
- The project is currently in an engagement and feedback phase. The project is contingent on funding from the federal and provincial governments; funding has been promised to the City but the project is yet to be approved. Once this funding is secured staff would then proceed to design, procurement and construction phases.
- Initial meeting is set for spring 2020, with the project completion goal of the end of 2023.

Project Manager: original signed by Luke MacDonald Date: February 26, 2020

Director’s Approval: original signed by director Date: February 26, 2020

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.

MAAC Project Team Request – Director’s Approval

Project Manager: Andrea Labey

Project Contact: 613-546-4291 extension 1393

Project Name: City Hall Exterior Signage

Project Location: City Hall – 216 Ontario Street

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.

Enhanced wayfinding signage surrounding City Hall to indicate washroom locations, entrances, and accessible entrances. Signage will include braille and raised lettering where appropriate, highly contrasting lettering, and pictograms and tactile maps.
Install is anticipated to be completed by the end of Q2 2022.

Project Manager: original signed by project manager

Date: August 19, 2021

Director’s Approval: original signed by director

Date: August 25, 2021

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.

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

Project Contact: Richard Mitchell

Project Name: Kirkpatrick Fountain Restoration

Project Location: 23 Court Street

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 primary focus of the project is to restore the Kirkpatrick Fountain at its existing site near the south entrance of the Frontenac County Courthouse. As part of the project, we are looking for ways to make the walkway that encircles the fountain more accessible.

The project design is currently in the preliminary stage, and construction expected to begin in Fall 2023 and conclude in Spring 2024.

Project Manager: original signed by project manager

Date: January 30, 2023

Director’s Approval: original signed by director

Date: January 31, 2023

MAAC Project Team Request – Director’s Approval

Project Manager: Andrea Labey

Project Contact: 613-546-4291 extension 1393

Project Name: City Hall Main Staircase Railings

Project Location: City Hall – 216 Ontario Street

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.

An additional railing is required on the interior side of each of the main staircases in City Hall. The final design will be subject to Heritage Kingston approval.

Install is anticipated to be completed by the end of Q1 2022.

Project Manager: original signed by project manager

Date: August 19, 2021

Director’s Approval: original signed by director

Date: August 25, 2021

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.

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: Chanda Sames

Project Contact: Chanda Sames

Project Name: Ronald Lavallee Memorial Kiwanis Park Renovation

Project Location: 53 Fourth Avenue

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.

Playground replacement, and pedestrian and community gathering space renovation.

First review of conceptual drawings is anticipated March/April 2024, with construction anticipated for 2025.

Staff lead: original signed by staff lead. Date: January 16, 2024

Director’s Approval: original signed by director Date: January 16, 2024

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: Patricia Sharpe

Project Contact:

Project Name: Grenadier Courts Redevelopment


Project Location: Grenadier Park at 41 Grenadier Drive (east end)

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 City is re-developing the courts at Grenadier Park, replacing the tennis and basketball courts and adding 5 pickleball courts.

Project Manager: **Patricia Sharpe**


Digitally signed by Patricia Sharpe
Date: 2024.01.25 11:04:45 -05'00'



Date: 1/25/24

Director’s Approval: **Luke Follwell**

Digitally signed by Luke Follwell
Date: 2024.01.26 12:12:00 -05'00'



Date: 1/25/24

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 staff lead and signed by their Director. Upon the approval of the Director, the staff lead will email the completed form with signatures to the Committee Clerk for MAAC and the Deputy City Clerk.

Staff lead: Henk Brilliams

Project Contact: Henk Brilliams

Project Name: Victoria St., Collingwood St, Combined Sewer Separation

Project Location: Victoria St from Johnson to Union, Collingwood from Couper t

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.

Scope of the project includes separation of the existing combined sewer into separate sanitary and storm water sewer systems. As part of the work, the road is being repaired and traffic calming measures are being installed including curb bump outs, widened sidewalks, and pedestrian ramps.

Scope includes the combined sewer along Victoria St from Johnson to Union, Collingwood from Couper to Union, Earl St from Victoria to Collingwood, Couper St from Collingwood to Albert, and Union St, from Victoria to Collingwood.

Project is midway through design with expected construction in Summer 2024.

Staff lead: Hendrik Brilliams Digitally signed by Hendrik Brilliams
Date: 2024.02.12 15:11:25 -05'00'

Date: 2/12/24

Director’s Approval: Luke Follwell Digitally signed by Luke Follwell
Date: 2024.02.12 15:26:02 -05'00'

Date: 2/12/24

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 staff lead and signed by their Director. Upon the approval of the Director, the staff lead will email the completed form with signatures to the Committee Clerk for MAAC and the Deputy City Clerk.

Staff lead: Dan Franco

Project Contact: Dan Franco

Project Name: Intersection Improvements at Montreal St at John Counter

Project Location: Montreal St from Briceland to Cassidy, JCB from Elliott to Asco

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 Project includes the widening of Montreal St / John Counter Blvd intersection, complete with new turning lanes, traffic signals and pedestrian crossings on all legs. Project also includes a pathway along the south side of JCB from Elliott to Ascot Lane, new sidewalks on Montreal Street from Briceland to Cassidy, and a bridge rehabilitation of the Montreal St overpass.

The design phase commenced Spring 2023 and is nearing completion in March 2024.

A construction RFP will be released in March 2024 with construction starting in May 2024 for overall completion in late 2025.

If a meeting is required, can be done virtually at the convenience of the assigned MAAC Project Manager sometime between Feb 14 and 28, 2024.

Staff lead:

Date: 2/13/24

Director’s Approval:

E-SIGNED by Luke Follwell
on 2024-02-14 08:20:32 EST

Date: