



# COMMITTEE MINUTES

## **KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE**

**Wednesday, February 8, 2023 at 4:00 pm**

**Council Chambers**

**2021 Division Road North, Kingsville, Ontario**

**PRESENT:** Michele Chauvin, Chair  
Phil Caruana, Vice-Chair  
David Kfrerer  
Councillor Debby Jarvis-Chausse

Stephanie Olewski, Staff Liaison  
Paula Parker, Town Clerk

### **A. CALL TO ORDER**

Stephanie Olewski, Staff Liaison called the meeting to order at 4:00 p.m.

### **B. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

#### 1. Nomination and election of 2023 Chairperson

Administration opened nominations for the position of Chairperson and Vice-Chairperson for 2023.

Michele Chauvin was nominated as Chairperson for the Kingsville Accessibility Advisory Committee.

**Moved by** David Kfrerer  
**Seconded by** Councillor Jarvis-Chausse

**THAT the Chairperson for the Kingsville Accessibility Advisory Committee be Michele Chauvin.**

**CARRIED**



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### 2. Nomination and election of 2023 Vice-Chairperson

Phil Caruana was nominated as Vice-Chairperson for the Kingsville Accessibility Advisory Committee.

**Moved by** Michele Chauvin

**Seconded by** David Kfrerer

**THAT the Vice-Chairperson for the Kingsville Accessibility Advisory Committee be Phil Caruana.**

**CARRIED**

### **C. DISCLOSURE OF PECUNIARY INTEREST**

The Chair reminded the Committee of their duty to disclose any pecuniary interests as they arise.

### **D. ORDER OF BUSINESS**

#### 1. Proposed meeting dates for 2023

The Committee discussed the proposed meeting dates and decided on:

- Wednesday, April 12, 2023
- Wednesday, June 14, 2023
- Wednesday, September 13, 2023
- Wednesday, November 15, 2023

#### 2. [Duties of KAAC](#)

The Staff Liaison discussed the committee's responsibilities under AODA.

#### 3. [Post-Election Accessibility Report](#)

The Staff Liaison discussed the Clerk's responsibilities with respect to post-election reporting. She also advised that the requirements of the *Municipal Elections Act* were met with respect to completing an Accessibility Plan and reviewing it with the Accessibility Advisory Committee in 2022. The requirements of the Act were also met by posting the post-election report publicly prior to Jan 31, 2023.



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4. [Accessibility Plan Status Update](#)

The Staff Liaison discussed the requirements to update the Accessibility Plan annually based on the five Integrated Accessibility Standards. Administration will provide an update to be brought back to the committee for review.

5. [Multi-Year Accessibility Plan](#)

The Staff Liaison discussed the requirements to review the Multi-Year Plan annually. This will be brought forward to the committee at a future meeting.

6. [Assessing and Improving AODA Compliance in Public Spaces](#)

The Staff Liaison reminded the committee that the compliance report is due at the end of 2023 and will be completed by Administration.

### E. MINUTES OF THE PREVIOUS MEETING

1. Kingsville Accessibility Advisory Committee Meeting Minutes—March 21, 2022

**Moved by** Councillor Jarvis-Chausse

**Seconded by** Phil Caruana

**THAT the minutes of the Kingsville Accessibility Advisory Committee dated March 21, 2022 be received.**

**CARRIED**

### F. UNFINISHED BUSINESS

### G. NEW BUSINESS

1. Councillor Jarvis-Chausse brought forward some concerns regarding accessibility issues in Town with respect to private businesses. Administration advised that the Town was aware of the concerns, however does not govern private property once development is complete. Administration also assured the Committee that going forward, the Accessibility Advisory Committee would have opportunities to review site plans for large developments within the Town and can provide recommendations at that time to improve upon minimum building code requirements. The Committee was reminded however, that its recommendations are simply that, and may not be implemented by developers.



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2. Phil Caruana advised that the exterior front door of Town Hall was a concern when entering the premises this evening. Mr. Caruana advised that the accessible door button did not work when he entered. Administration advised that the Manager of Parks, Recreation and Facilities will assess and resolve the concern.

### H. INFORMATION ITEMS

1. Update from 2023 Budget meeting
2. Upcoming events:
  - a) National AccessAbility Week (NAAW) May 28 – June 3, 2023

**Moved by** Phil Caruana  
**Seconded by** David Kfrerer

**THAT Councillor Jarvis-Chausse bring forward a request to Council to raise the Accessibility flag during National AccessAbility Week.**

**CARRIED**

- b) [Mobility mats](#) for Cedar Beach –ribbon cutting ceremony May 31<sup>st</sup>
    - c) [Red Shirt Day](#) – May 31, 2023
    - d) 2023 Kingsville Highland Games
    - e) 2023 Open Streets event
  3. [WE Check the Trails](#) – County of Essex initiative
  4. Feedback – any questions or comments on our accessibility in services, programs or facilities can contact the Town at [requests@kingsville.ca](mailto:requests@kingsville.ca).

### I. NEXT MEETING DATE

Wednesday, April 12, 2023 at 4:00 p.m.



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### J. ADJOURNMENT

**Moved by** David Kfrerer  
**Seconded by** Councillor Jarvis-Chausse

**THAT the meeting adjourn at 4:42 p.m.**

**CARRIED**

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**CHAIR, Michele Chauvin**

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**RECORDING SECRETARY, Stephanie Olewski**