



# COMMITTEE MINUTES

## **KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE**

**Wednesday, November 29, 2023 at 2:00 pm**

**Council Chambers**

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

**PRESENT:** Phil Caruana  
Michele Chauvin  
David Kfrerer  
Jackie Barraco  
Councillor Debby Jarvis-Chausse

Stephanie Olewski, Staff Liaison  
Margaret Schroeder, Acting Clerk  
Angela Toole, Deputy Clerk

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

Chair, M. Chauvin called the meeting to order at 2:00 p.m.

### **B. DISCLOSURE OF PECUNIARY INTEREST**

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

There were no disclosures.

### **C. ORDER OF BUSINESS**

#### **1. BIA Businesses and Accessibility**

Jodie McIntyre, Kingsville BIA Coordinator & Sue Rice, Economic Development and Tourism were in attendance. The Committee discussed the possibilities of education pieces or information sessions that could be provided to businesses for accessibility issues (i.e. portable ramp, doorbell). Committee members will come up with pamphlet information ideas and bring back to the next meeting.



## COMMITTEE MINUTES

### 2. Code of Conduct

John Norton, CAO, provided an overview of the new Code of Conduct Policy adopted by Council in October 2023. Mr. Norton highlighted the following sections:

- Section 6 – Integrity Commissioner
- Section 7
  - 7.1 Gifts and Benefits
  - 7.2 Conduct of Members (at meetings, respecting staff)
  - 7.3 Communication Protocols (social media)
  - 7.4 Conflict of Interest
  - 7.5 Confidential Information
- Section 8 – Non-Compliance with the Code of Conduct

Mr. Norton advised the Committee that the Integrity Commissioner is available to committee members if they have any questions or require advice.

### D. MINUTES OF THE PREVIOUS MEETING

1. Kingsville Accessibility Advisory Committee Meeting Minutes—September 20, 2023

**Moved by** Councillor Jarvis-Chausse

**Seconded by** J. Barraco

**THAT the minutes of the Kingsville Accessibility Advisory Committee dated September 20, 2023 BE RECEIVED.**

**CARRIED**

### E. INFORMATION ITEMS

1. Facility Audits – final audit information will be brought forward at the next meeting for the Committee's review.
2. Phil will draft a letter to Council (RE development issues and sidewalks/driveways) for the Committee's review at the next meeting.



## COMMITTEE MINUTES

### F. NEXT MEETING DATE

Moved by J. Barraco  
Seconded by D. Kfrerer

**THAT the following 2024 Meeting Dates for the Kingsville Accessibility  
Advisory Committee BE APPROVED:**

Wednesday, February 14, 2024  
Wednesday, April 10, 2024  
Wednesday, June 12, 2024  
Wednesday, September 11, 2024  
Wednesday, November 13, 2024

**CARRIED**

### G. ADJOURNMENT

Moved by J. Barraco  
Seconded by D. Kfrerer

**THAT the meeting adjourn at 3:04 p.m.**

**CARRIED**

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**CHAIR, Michele Chauvin**

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**RECORDING SECRETARY, Stephanie Olewski**