City of Kingston
Report to Municipal Accessibility Advisory Committee
Report Number MAAC-14-002

To:	**Chair and Members of the Municipal Accessibility Advisory Committee**
From:	**Lanie Hurdle, Commissioner, Community Services**
Resource Staff:	**Cheryl Hitchen, Manager, Social Policy & Strategic Community Development**
Date of Meeting:	**July 3, 2014**
Subject:	**Revised Accessibility Consultation Process Policy**

Executive Summary:

On April 6, 2010, Council approved the original Accessibility Consultation Process Policy. In that report (Report Number MAAC-10-001) it was noted that the policy would be reviewed on an annual basis.

On January 21, 2014, Council passed the following resolution regarding collaboration of the Municipal Accessibility Advisory Committee and City of Kingston Staff:

"**Whereas** the Municipal Accessibility Advisory Committee (MAAC) is a legislated committee reporting to council and provides advice, reviews, and makes recommendations on accessibility matters; and

Whereas accessibility remains a priority of the City of Kingston; and

Whereas it is the view of the current members of MAAC that a greater opportunity exists for the committee to collaborate and be consulted with by City staff to enhance and bring valuable perspective to City projects and initiatives related to the mandate of the committee; and

Therefore be it resolved that staff be directed to implement the Accessibility Consultation Process Policy learning and development strategy, and communication plan in a timely manner; and

That City Staff be directed to meet with the Municipal Accessibility Advisory Committee to explore opportunities to further enhance the consultation processes outlined in the Accessibility

Consultation Process Policy, and to report back to MAAC with recommendations no later than September 1, 2014."

The purpose of this report is to provide an updated version of the Accessibility Consultation Process Policy which provides clarity on the roles of MAAC and City staff as well as clearer definitions. In addition, the report outlines enhanced ways that City staff are now working with MAAC to further enhance their collaboration to meet objectives of the Council resolution.

Recommendation:

That Council approve the Accessibility Consultation Process Policy, dated July 2014, attached as Exhibit A to Report Number MAAC-14-002; and

That staff receive appropriate training on the Policy to ensure they understand and implement the requirements of the Policy; and

That City staff continues to identify ways to work collaboratively with MAAC utilizing their expertise and experience beyond the requirements contained in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Accessibility Consultation Process Policy; and

That these strategies are documented in the annual Accessibility Plan Implementation Report.

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER
Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER
Gerard Hunt, Chief Administrative Officer

Consultation with the following Commissioners:

Cynthia Beach, Corporate & Strategic Initiatives

Denis Leger, Transportation, Facilities & Emergency Services

Jim Keech, President and CEO, Utilities Kingston

Options/Discussion:

In 2010, staff developed a new process to consult with the Municipal Accessibility Advisory Committee (MAAC) in a number of areas of service delivery. The intent of this process, as noted in Report Number MAAC-10-001, was to enable discussion and consultation between members of MAAC and City staff on a regular basis, outside of regular MAAC meetings and existing legislation and policy. It was also to provide guidance to staff and set expectations for all parties as to when and how these consultations are to take place.

Since the approval of the first Accessibility Consultation Process Policy, MAAC and staff have been working together through project teams to carry out consultations on both construction projects and policy documents. However, over time a number of items requiring some clarity have arisen requiring both amendments to the policy as well as some staff training.

A revised policy was presented in the fall of 2013 to the City's Directors and subsequently City staff responsible for accessibility met with some of the Directors most directly impacted by the policy to make further amendments. It was felt that before training could occur on the policy, the policy itself needed some changes.

The intent of City staff and MAAC in revising this policy was to ensure the definitions and processes contained in the policy were clear and succinct for both parties. From the fall of 2013 to the present, consultation has continued with both MAAC and City staff and more clarifying language has been added to the policy.

In addition to the work on the policy, it was felt by both staff and MAAC that the creation of a single tracking tool would allow both parties to have a simple visual reference on the status of all projects shared by MAAC and City staff.

There are approximately thirty to forty City projects at any one time which involve MAAC members and City staff in addition to the legislated responsibilities for site plan reviews. A tracking tool has been developed and is currently being populated by City staff with current and historic project information.

The utilization of this tool has also been incorporated into the policy as part of the consultation process. It is felt that this tool will allow for a clearer common understanding of the current status of all projects and the associated timelines. This tool is attached to all MAAC agendas for their reference and training on the use of this tool will be included in the training on the policy itself.

Outside of the revised Accessibility Consultation Process Policy and legislated requirements in the AODA, there are several recent examples of ways that City staff and MAAC are working more closely together recognizing the experience and expertise of the MAAC members and the value this can provide City staff. Five of these examples are noted below:

1. Clerk's Office requested assistance from MAAC to carry out onsite assessments of municipal voting locations for the fall election;

2. Cultural Services staff presented to MAAC on initiatives they are undertaking to improve accessibility of the City's cultural facilities and programs;
3. Rideaucrest management sought the expertise of MAAC on improving the accessibility of their signage and public spaces;
4. Communications staff worked with MAAC on the creation of a brochure highlighting the role of MAAC and the City's commitment to accessibility; and
5. Growth in the understanding and use of the draft policy guidelines has resulted in regular communications with Recreation & Leisure Services staff and MAAC members.

With the continuing additional compliance requirements of the AODA (2005) and its related regulations, accessibility is becoming a focus of more and more City staff across the Corporation. Staff are confident that the adoption of this revised policy and the implementation of staff training on the policy will further enhance the working relationship of City staff and MAAC members.

Existing Policy/By-Law:

Accessibility Consultation Process Policy – February 2010

Notice Provisions:

Not applicable

Accessibility Considerations:

In addition to the content changes in the Policy, the Policy and its appendices have been reformatted to meet accessibility standards.

Financial Considerations:

Not applicable

Contacts:

Cheryl Hitchen, Manager, Social Policy and Strategic Community Development 613-546-2695 extension 4806

Other City of Kingston Staff Consulted:

The policy has been circulated to all City Departments for review and comment. The responses have been addressed in the attached policy.

Exhibits Attached:

Exhibit A – Accessibility Consultation Process Policy- July 2014

Policy Name: Accessibility Consultation Process Policy

Administrator: Manager, Social Policy & Strategic Community Development

Approval Date: July 2014 (To be confirmed)

Effective Date: July 2014 (To be confirmed)

Approval Authority: City Council

1. Purpose

This policy is in addition to and in accordance with the Ontario Building Code requirements, the Customer Service Policy, the Integrated Accessibility Standards Policy and any other Council endorsed policies or Provincial legislation applicable to accessibility.

The City of Kingston recognizes the importance of delivering services that are accessible to all individuals. This policy sets out a process for City staff and Municipal Accessibility Advisory Committee members to follow a clear consultation process which applies to City services and projects that fall within the definitions noted within the policy. The policy aims to improve accessibility to City services and programs for individuals living with a disability as described in the Ontarians with Disabilities Act, 2001 (ODA) and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

2. Definitions

Accessibility Plan shall be defined as the Accessibility Plan, as required by the province, which is approved by the Municipal Accessibility Advisory Committee and City Council.

Amenities shall be defined as site furnishings such as park benches, picnic tables, garbage receptacles, light standards, parking facilities, playground equipment, etc.

AODA shall be defined as the Accessibility for Ontarians with Disabilities Act, 2005.

City shall be defined as the Corporation of the City of Kingston.

Concept Plan shall be defined as a plan which provides an overview of a project without specific details such as dimensions, finishes, etc.

Deficiencies shall be defined as items that are in contravention of the Facility Accessibility Design Standards and/or the AODA.

Detailed Design shall be defined as detailed drawings which include architectural drawings and any other relevant drawings such as grading, landscaping, etc., and shall include details on dimensions and finishes.

Facilities shall be defined as all lands, buildings and portions of buildings that are owned, lease-occupied by or operated by the City of Kingston with the exceptions noted in the current FADS. Facilities do not include spaces owned by the City and leased to external organizations and businesses for their operations.

Facilities Projects shall be defined as the development/redevelopment of facilities and parks (including trails and pathways) as undertaken by the City outside of the municipal right-of-way, but does not include maintenance activities or renovations/construction which does not affect accessibility related issues. Facilities projects also include all major purchases of amenities, fixtures, furniture and equipment.

FADS shall be defined as the City of Kingston Facility Accessibility Design Standards endorsed by the Corporation of the City of Kingston.

Infrastructure projects shall be defined as roads, sidewalks and underground services as undertaken by the City within the municipal right-of-way or associated easements.

MAAC shall be defined as members of the Municipal Accessibility Advisory Committee.

Major Capital Projects shall be defined as any major construction related work undertaken by the City for which the value is greater $200,000.

Minor Capital Projects shall be defined as any minor construction project undertaken by the City for which the value is $50,000-$200,000 and projects under $50,000 that could affect the accessibility of the site.

OBC shall refer to the Ontario Building Code.

ODA shall refer to the Ontarians with Disabilities Act, 2001.

Parks shall be defined as any land owned, leased or controlled by the City, designated or used as parkland or as a trail, including gardens, playgrounds, sport fields and beach areas.

Project teams shall be defined as members of MAAC designated by MAAC to consult with staff on a specific project.

3. Service Areas for Consultation

This consultation process will apply to the following areas of service:

1. Accessibility Plan;

2. Infrastructure Projects (excluding site plans as they have their own legislated process);

3. Facilities/Parks;

4. Public Programs/Services and Events; and

5. Policy Development related to Accessibility.

4. City Staff Role

This policy recognizes that the City has the responsibility to construct facilities and infrastructure in accordance with the current FADS as well as standards legislated by the Province including those set out in the ODA and AODA. Services are to be provided in accordance with City policies and provincial legislation.

At the beginning of each project (other than Infrastructure projects) that meets the criteria as set out in this policy, staff responsible for the project will contact the Clerk's Office in writing to request a MAAC project team be identified. This request should include the project name and a brief description.

The City Clerk's office shall notify the applicable departments if any topics that would be covered by this consultation process appear on MAAC's agenda to ensure that appropriate staff are present at MAAC meetings to provide information on the said topic and answer any related questions. Where staff are not available at a specific meeting, alternative meeting dates will be arranged. The current status of all projects that fall within this policy will be tracked by the project managers and the City Clerk's office on a project tracking form and this form will be updated and shared with MAAC monthly.

City departments with applicable projects shall attend MAAC meeting(s) and update MAAC on accessibility components of projects and the status of projects within the Annual Plan on an annual basis.

In order to work with the MAAC and to allow committee members to appropriately plan their efforts, projects will be identified in the Accessibility Plan for the upcoming year. If throughout the year a new project is identified by staff, a motion will come before MAAC to amend the Accessibility Plan to add the new action item.

Staff will provide the MAAC project teams with relevant design drawings, concept plans and/or reports to assist in their review with adequate lead time for document distribution, review and submission of comments from the beginning of the process.

For major construction projects, a hard hat site visit (mid construction review) with the MAAC project team and staff will be arranged by staff upon request by the project team at an appropriate time, as determined by staff in consultation with contractors to ensure health and safety on site. Some areas of the site may not be accessible to MAAC project team due to health and safety.

For all construction projects a site inspection will be carried out pre-opening once the majority of the furniture and appurtenances have been installed. When feasible, this inspection should happen at least five working days prior to the official opening so that

small deficiencies could be addressed prior to opening. Deficiencies will be corrected before final completion or within the first twelve months of operation, whichever is sooner.

There may be instances where a noted deficiency is the result of a difference in interpretation of the current FADS or the AODA. Staff will work with MAAC to try and resolve the differences in interpretation and reach a common understanding. When this is not possible, the final interpretation rests with the City staff member responsible for the project.

If deficiencies were noted on the pre-opening visit, a final inspection will be carried out before final completion or within the first twelve months of operation, whichever is sooner. The format will be a tour for MAAC members to ensure the facility is functioning as expected with respect to FADS and the AODA.

5. MAAC Role

MAAC will be involved in projects where accessibility requirements will need to be taken into account from the beginning of the process. The MAAC will provide advice to Council and staff related to accessibility issues in accordance with the Council approved Committee Mandate and the Accessibility for Ontarians with Disabilities Act 2005. MAAC performs this role sitting as a committee with minutes on the record.

The MAAC shall have three (3) working groups: 1. Built Environment; 2. Customer Service, Communications and Information and Employment and; 3. Transportation.

The MAAC shall appoint Project Teams to provide detailed comments and interact directly with a City staff point person on project and/or service-related matters. The purpose of Project Teams is to receive, review and provide timely and knowledgeable feedback to City staff on particular projects or services. The MAAC Project Teams will provide updates to their respective Working Groups which will then report back to the plenary MAAC meetings for information only. These updates will be reported to Council by their inclusion in Minutes of the MAAC meetings.

If a City staff point person requests a meeting with the MAAC members on the Project Team and the appointed member(s) are unable to attend, alternates from MAAC may be assigned by the Chair or Vice Chair.

6. Accessibility Plan

The MAAC spends a considerable amount of time and effort on the City's accessibility plan and action items. The City recognizes that the key priorities of the MAAC are identified and approved by Council in the Municipal Accessibility Plan. The City also recognizes that other priorities may emerge during the year and that there may be a need to amend the Plan to reflect changes in priorities. The City also recognizes that the responsibilities of the MAAC extend beyond the Annual Plan priorities and include such matters as the review of site plan control applications and providing advice on accessibility matters pertaining to City buildings, structures and premises, and the goods and services offered by the City.

Changes to the Accessibility Plan's Action Items will be done by MAAC in consultation with the operational department who will provide a backgrounder on the need for the change. This communication and working relationship will enable all parties, including Council, to have background information with motions being brought forward by the MAAC. The amendments to the Plan will be reflected in the annual staff work plan, as coordinated by the Manager, Social Policy and Strategic Community Development, and will be reflected in the regular MAAC agendas.

7. Infrastructure Projects

Infrastructure projects, as defined in this policy, differ significantly from facility projects. Notwithstanding the information contained in the policy, infrastructure projects will be managed by utilizing the following process:

An annual meeting will be attended by City Engineering staff and the MAAC Built Environment Working Group to discuss and communicate:

- Projects planned for the current year;
- Accessibility construction standards which will be utilized for the current year contracts; and
- Discussion regarding the need for additional standards to manage accessibility requirements which have been identified during the previous year's infrastructure projects for consideration in the following year's projects.

8. Facilities/Parks

Facilities/parks projects will be built to OBC, Design of Public Spaces Standards Ontario Regulation 413/12 and City of Kingston Facility Accessibility Design Standards (FADS). Facilities/parks projects shall include additional consultation with the MAAC according to the following:

Purchasing/Procurement

- Ensure that compliance with the Facility Accessibility Design Standards is incorporated as a mandatory requirement within the relevant competitions and Requests for Proposals.

Project Architects, Designers and/or Consultants

- Ensure project compliance with the Facility Accessibility Design Standards and the Design of Public Spaces Standards, Ont Reg 413/12;
- Complete and sign the Project Accessibility Compliance Checklist (attached as Appendix A);
- If necessary, complete the Technical Infeasibility Justification Form and Alternate Design from FADS Proposal Form (attached as Appendix B and Appendix C); and
- Ensure that the requirements of the FADS are adhered to throughout the construction process, through to commissioning of the project.

9. Responsibilities

City Staff Responsibilities

- Ensure architects, designers and other consultants are aware of and implement the mandatory requirement for compliance with the FADS within all facilities/parks projects.
- Provide designers and other consultants with the City's FADS, as necessary.
- Maintain the completed Design Checklist signed by the consultant or City staff and attach to commissioning documents.
- For major projects, present the project to the MAAC appointed project team at the completion of each of the Concept Plan and Detailed Design Phases.
- For minor projects, provide detailed design plans to MAAC by means of a written circulation to the MAAC appointed project team for their written comments.
- Monitor implementation of the requirements of FADS throughout the construction process, through to commissioning of the project.
- For all projects arrange for pre-opening site visits for MAAC project team. Timing of visits shall be determined by staff. If deficiencies are noted on that visit, a final site visit should be arranged. Timing of visit shall be before final completion or within the first 12 months of operation, whichever is sooner.

Manager, Social Policy and Strategic Community Development

- Provide support to project managers and staff responsible for project regarding the interpretation and implementation of the FADS and the AODA.
- Alternate Design Review Process Meeting Coordination.

Municipal Accessibility Advisory Committee

- For major projects, the appointed MAAC project team will review and provide detailed written comments and written sign off as per the project time frame. The MAAC project team will be invited to attend meetings with staff to review drawings and obtain additional information as well as at appropriate construction meetings where accessibility issues are to be discussed.
- For minor projects, the appointed MAAC project team will review and provide detailed written comments and written sign off as per the project time line.
- MAAC project team will attend pre-opening site visits. Timing of visits shall be determined by staff in discussion with the project team.
- Project team will attend the Alternate Design Review Committee meeting and provide advice if an alternate design review process is required (process is outlined below).
- MAAC project team will attend the final site visit. Timing of visit shall be before final completion or within the first twelve months of operation, whichever is sooner.

Alternate Design Review Process Meeting

- City staff complete the Technical Infeasibility Justification Form and Alternate Design from FADS Proposal Form when applicable (attached as Appendix B and Appendix C).
- The Alternate Design Review Committee which consists of the City staff member responsible for the project, the Manager of Social Policy and Strategic Community Development and the MAAC appointed project team will meet to review and provide a recommendation on the design.
- Upon recommendation by staff and approval by MAAC, all improvements to FADS to be accepted as 'improved standards' and compiled as amendments to FADS. This means that no one time changes are permitted.

10. Public Programs/Services and Events

City policies such as the Guideline for Planning Indoor and Outdoor Accessible Events and Accessible Customer Service, as well as relevant provincial legislation will be implemented in the delivery of City services.

Staff will take the following three steps as it relates to accessible services/programs and events:

- In consultation with the Manager, Social Policy and Strategic Community Development; City staff will conduct a yearly review of programs/services and events and identify areas to improve accessibility. This review will be done in collaboration with the appointed MAAC representatives through a meeting or meetings as initiated by staff undertaking the review. The review will include but not be limited to service delivery location and staff training. Staff will update MAAC on progress on an annual basis.
- City staff will consult with the MAAC representative on the incorporation of accessible components within new major City programs/services and/or events, if those are above and beyond prescribed levels of service identified in policies and legislation. This consultation will include, but not be limited to, staff training and service delivery location.
- MAAC will identify areas where policy reviews are requested as part of the annual accessibility plan recommended to Council.

11. Policy Development

The City recognizes that levels of service are usually set through a policy and implemented through procedures. Therefore, the City recognizes the importance of consulting with the MAAC on policy related matters as they affect accessible services to the customer.

Staff shall take the following steps as it relates to incorporating accessibility within policies and levels of service:

- Circulate policy documents as they relate to accessibility.

- Conduct a yearly review of customer service procedures and staff training. This will include yearly review and training update as well as customer survey. MAAC representatives will provide input into the content of accessibility training to be delivered to staff.
- Consult with the MAAC representatives on the development of any service standards. This process will require a collaborative approach to develop standards for service delivery. These standards will be in addition to legislation and policies already approved by City Council.

12. Related Procedures and Forms

Appendix A - FADS Design Checklist

Appendix B - Technical Liability Infeasibility Justification Form

Appendix C - Alternate Design from FADS Proposal Form

13. Related Policies, Legislation and By-Laws

Ontarians with Disabilities Act, 2001 (ODA)

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Building Code Act 1992

Kingston Facility Accessibility Design Standards 2009

Design of Public Spaces Standards, Ont. Reg. 413/12

14. Revision Schedule

Date	Revision Details	Section Heading
2010	New	Not Applicable
2014-07	Accessible Formatting & Additional Definitions & Clarifying Statements	Definitions, Purpose, City Staff Role

Accessibility Consultation Process Policy

Appendix A – City of Kingston FADS Design Checklist

Project Name:

Project Number:

Project Type:

☐ New Construction ☐ Renovation or Alteration ☐ Exterior Only ☐ Other Please Specify

Project Phase:

☐ Preliminary (Concept Design) ☐ Design Development ☐ Other

The City of Kingston's Facility Accessibility Design Standards (FADS) is a mandatory design aid, applicable to the design and construction of new facilities, as well as the retrofit, alternation or addition to existing facilities owned, leased or operated by the City of Kingston for municipal purposes. This design checklist has been developed to assist staff, designers and contracted consultants with the application of FADS to ensure that each element has been applied to each project, and to document elements of a project that may be technically infeasible to implement.

In a retrofit situation where a design element has little likelihood of being accomplished due to structural conditions or other physical or site constraints prohibit modification, the "Technical Infeasibility Justification Form" shall be completed by the designer and acknowledged by the City of Kingston's staff member responsible for the project.

Where an equivalent means of facilitation is being proposed to achieve the intent of part of the FADS, an "Equivalent Facilitation Proposal Form" shall be completed by the designer and acknowledged by the City of Kingston's staff member responsible for the project.

This checklist is a reference tool only and must be used in conjunction with the FADS document. The consultant or City staff shall complete this checklist during the design phase of each project.

City of Kingston FADS Design Checklist: Site Design

FADS	Element or System	Compliant	Not Compliant	Comments or Not Applicable
4.1.2	Ground and Floor Surfaces			
4.1.3	Protruding/Overhead Objects			
4.1.4	Accessible Routes			
4.1.5	Entrances			
4.1.9	Ramps			
4.1.10	Curb Ramps			
4.1.11	Stairs			
4.3.12	Parking			
4.3.13	Passenger Loading Zones			
4.3.14	Landscaping			
4.3.15	Benches			
4.3.16	Picnic Tables			
4.3.17	Street Furniture			
4.4.3	Vending & Ticketing Machines			
4.4.7	Signage			
4.4.8	Detectable Warning Surfaces			
4.4.13	Lighting			
4.4.14	Materials and Finishes			
4.4.15	Texture and Colour			
4.5.2	Outdoor Recreational Facilities			
4.5.3	Swimming Pools			
4.5.10	Transportation Facilities			

City of Kingston FADS Design Checklist: Building Design

FADS	Element or System	Compliant	Not Compliant	Comments or Not Applicable
4.1.1	Space and Reach			
4.1.2	Ground and Floor Surfaces			
4.1.3	Protruding/Overhead Objects			
4.1.4	Accessible Routes, Paths and Corridors			
4.1.5	Entrances			
4.1.6	Doors			
4.1.7	Gates, Turnstiles			
4.1.8	Windows			
4.1.9	Ramps			
4.1.11	Stairs			
4.1.12	Handrails			
4.1.13	Escalators			
4.1.14	Elevators			
4.1.15	Platform Lifts			
4.2.1	Toilet Facilities			
4.2.2	Toilet Stalls			
4.2.3	Toilets			
4.2.4	Lavatories			
4.2.5	Urinals			
4.2.6	Washroom Accessories			
4.2.7	Individual Washrooms			
4.2.8	Bathtubs			

City of Kingston FADS Design Checklist: Building Design (continued)

FADS	Element or System	Compliant	Not Compliant	Comments or Not Applicable
4.2.9	Shower Stalls			
4.2.10	Grab Bars			
4.3.1	Drinking Fountains			
4.3.2	Viewing Positions			
4.3.3	Elevated Platforms			
4.3.4	Dressing Rooms			
4.3.5	Offices, Work Areas			
4.3.6	Waiting and Queuing Areas			
4.3:7	Tables, Counters and Work Surfaces			
4.3.8	Information, Reception and Service Counters			
4.3.9	Storage, Shelving and Display Units			
4.3.10	Lockers and Baggage Storage			
4.3.11	Balconies, Porches, Terraces and Patios			
4.3.18	Kitchens and Kitchenettes			
4.4.1	Emergency Exits, Fire Evacuation			
4.4.3	Vending and Ticketing Machines			
4.4.2	Controls, Operating Mechanisms			
4.4.4	Visual Alarms			
4.4.5	Public Telephones			

City of Kingston FADS Design Checklist: Building Design (continued)

FADS	Element or System	Compliant	Not Compliant	Comments or Not Applicable
4.4.6	Assistive Listening Systems			
4.4.7	Signage			
4.4.8	Detectable Warning Surfaces			
4.4.9	Public Address Systems			
4.4.10	Information Systems			
4.4.11	Card Access, Safety and Security Systems			
4.4.12	Glare and Light Sources			
4.4.13	Lighting			
4.4.14	Materials and Finishes			
4.4.15	Texture and Colour			
4.4.16	Acoustics			
4.5.1	Arenas, Halls and Other Indoor Recreation Facilities			
4.5.3	Swimming Pools			
4.5.4	Cafeterias			
4.5.5	Churches, Chapels and Other Places of Worship			
4.5.6	Libraries			
4.5.7	Business, Mercantile and Civic			
4.5.8	Police Stations			
4.5.9	Municipal Courts			
4.5.10	Transportation Facilities			
4.5.11	Fire Halls			

City of Kingston FADS Design Checklist: Building Design (continued)

FADS	Element or System	Compliant	Not Compliant	Comments or Not Applicable
4.5.12	Airport			
4.5.13	Residential Facilities			

Applicant Information

Project Designer Name:

Company Name:

Date:

Acknowledgement:

Name of City of Kingston staff responsible for the project:

Accessibility Consultation Process Policy

Appendix B – Technical Infeasibility Justification Form

Project Name:

Project Number:

Project Type:

☐ New Construction ☐ Renovation or Alteration ☐ Exterior Only ☐ Other Please Specify

Project Phase:

☐ Preliminary (Concept Design) ☐ Design Development ☐ Other

Technical infeasibility means, with respect to an alteration of a building or facility, that it has little likelihood of being accomplished due to structural conditions or other physical or site constraints.

City of Kingston FADS Requirement (Please provide Section and Item Number):

Describe the intent of the accessibility requirement:

Please describe why achieving the accessibility requirement is technically infeasible.

Is alternate design from FADS being proposed? ☐Yes ☐No If yes, please complete the "Alternate Design from FADS Proposal" form. If no, please explain why not? Use additional sheets as necessary.

Applicant Information

Project Designer Name:

Company Name:

Date:

Acknowledgement:

Name of City of Kingston staff responsible for the project:

Accessibility Consultation Process Policy

Appendix C – Alternate Design from FADS Proposal From

Project Name:

Project Number:

Project Type:

☐ New Construction ☐ Renovation or Alteration ☐ Exterior Only ☐ Other Please Specify

Project Phase:

☐ Preliminary (Concept Design) ☐ Design Development ☐Other

City of Kingston FADS Requirement (Please provide Section and Item Number):

Describe the intent of the accessibility requirement:

Please describe your reasons for proposing an alternate design:

Please describe how your proposed alternate design meets the intent of the accessibility requirement of the City of Kingston FADS (use additional sheets as necessary):

Applicant Information

Project Designer Name:

Company Name:

Date:

Acknowledgement:

Name of City of Kingston staff responsible for the project: