



City of  
**Peterborough**

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**To: Members of the Accessibility Advisory Committee**

**From: Mark Buffone, Accessibility Compliance Coordinator**

**Meeting Date: May 1, 2019**

**Subject: Report AAC19-021  
Accessibility Advisory Committee Roles and Structure**

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## **Purpose**

A report to seek approval from the Accessibility Advisory Committee (AAC) on proposed changes to the roles of the committee and the structure of the sub-committees.

## **Recommendations**

That the Accessibility Advisory Committee (AAC) approve the recommendations outlined in Report AAC19-021 dated May 1, 2019, of the Accessibility Compliance Coordinator as follows:

- a) That the AAC assumes the responsibilities of the Transportation Sub-Committee, including reviewing and advising on the requirements of accessibility standards and universal design practices for:
  - i. The Peterborough Transit system;
  - ii. Accessible taxicabs;
  - iii. Exterior paths of travel as they relate to sidewalks, multi-use trails, crosswalks, pedestrian control signals, on-street accessible parking and park walkways;
  - iv. Recreational trails and beach access routes;
  - v. Outdoor public use eating areas;
  - vi. Outdoor play spaces including playground surface, equipment and layout; and
  - vii. Accessible parking for on-street parking spaces.
- b) That the Transportation Sub-Committee of the AAC be dissolved, effective September 1, 2019.

## Budget and Financial Implications

There are no budgetary or financial implications associated with the recommendation.

## Background

### AODA Requirements

The Accessibility for Ontarians with Disabilities Act (AODA) requires municipalities with a population of 10,000 or more to have an accessibility advisory committee. A majority of the members of the committee shall be people with disabilities. The Integrated Accessibility Standards Regulation (IASR) requires municipalities to consult with their accessibility advisory committee on various City initiatives.

### Accessibility Advisory Committee Workload

#### 1. 2012 to 2016 Observations

The Accessibility Office continually monitors the workload of the AAC and the two Sub-Committees. From 2012 to 2016, the AACs workload was light. The Built Environment Sub-Committee had a heavy workload with new reports at every meeting and the Transportation Sub-Committee workload was limited in scope with repetitive agenda items at every meeting.

#### 2. 2016 Changes

The Accessibility Office made minor changes in 2016 to help address the unbalanced workloads and boost the importance of work completed at the AAC level. The AAC now oversees reports related to the Access Fund and park projects. The change had a positive impact on the management of the Access Fund and workload distribution.

#### 3. Proposed 2019 Changes

The Accessibility Staff proposes further changes in 2019 to increase the importance of work completed at the AAC level and to maximize the impact the AAC has, to make Peterborough more accessible. The AAC is appointed to be an advisory committee to Council and therefore have the responsibility to oversee high priority initiatives that impact accessibility in the City.

The Transportation Sub-Committee currently advises on demand for the Handi-van and details of on-street accessible parking spaces. Transportation is identified as one of the highest priorities for people with disabilities and the Accessibility Office recommends that the AAC advise on this important issue, as identified in **Table 1**.

The following table lists the role of the AAC as defined by the AODA, the current committee assigned to each role, and the proposed committee to handle each role going forward.

**Table 1 – Proposed Committee assigned to AODA requirements**

<b>Role of AAC</b>	<b>Current Committee</b>	<b>Proposed Committee</b>
1. Advise on accessibility standards and the preparation of accessibility reports.	AAC	AAC
2. Advise on how to make a building accessible when the City purchases, constructs, renovates, or leases a building.	BEC	AAC, BEC
3. Review site plans and drawings submitted by developers through the Site Plan Control application process.	BEC	BEC
4. Advise on the City's accessibility plan.	AAC	AAC
5. Advise on details of new, renovated or replaced bus stops and shelters.	AAC, TC	AAC
6. Advise on the proportion of on-demand accessible taxicabs required in Peterborough.	AAC	AAC
7. Advise on new or redeveloped recreational trails to help determine slope and the need for ramps, rest areas, passing areas, viewing areas, amenities, and any other related feature.	AAC, TC	AAC
8. Advise on the needs of children and caregivers with various disabilities for new or redeveloped outdoor play spaces.	AAC	AAC
9. Advise on design and placement of rest areas along new or redeveloped exterior paths of travel.	TC	AAC
10. Advise on the need, location and design of accessible on-street parking spaces for new or redeveloped on-street parking.	TC	AAC

AAC = Accessibility Advisory Committee  
 BEC = Built Environment Sub-Committee  
 TC = Transportation Sub-Committee

The Accessibility Office recommends that the AAC assume the responsibility of the Transportation sub-committee and that the Transportation sub-committee of the AAC be dissolved. There is capacity to add the transportation related items to a typical AAC agenda.

### **Review of Built Environment Sub-Committee Workload**

The Built Environment Sub-Committee has a consistent workload. The sub-committee typically reviews one to three Site Plan Control applications per meeting. It takes approximately 30 minutes for the sub-committee to review one Site Plan Control

application, depending on the complexity of the proposed development. The sub-committee also typically reviews City projects related to renovations and redevelopment of existing City facilities and construction of new City facilities.

The Accessibility Office recommends no changes to the committee's workload. The committee will continue to:

- a) advise on how to make a building accessible when the City purchases, constructs, renovates, or leases a building; and
- b) advise on site plans submitted by developers through the Site Plan Control application process.

**Submitted by,**

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