



City of  
**Peterborough**

---

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

**From:** **Sarah Mackillican, Communication Coordinator**

**Meeting Date:** **February 3, 2021**

**Subject:** **Report AAC21-003**  
**Built Environment Sub-Committee membership and meeting**  
**schedule, 2021**

---

## **Purpose**

A report to provide information about the current status of members of the Built Environment Sub-Committee, and to confirm the 2021 schedule of meetings.

## **Recommendations**

That the Accessibility Advisory Committee (AAC) approve the recommendations outlined in Report AAC21-003 dated February 3, 2021 of the Communication Coordinator as follows:

- a) That the Accessibility Advisory Committee (AAC) receive Report AAC21-003 for information.
- b) That the AAC provide feedback about membership of the committee and potential recruitment for the Built Environment Sub-Committee in 2021.
- c) That the AAC approve the proposed 2021 schedule for meetings of the Built Environment Sub-Committee.

## **Budget and Financial Implications**

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

## **Background**

The Built Environment Sub-Committee currently has seven members, with two terms that expired on December 2020. As identified in the Terms of Reference, the Sub-Committee should have a maximum of nine and a minimum of seven voting members and shall include:

- A chair that has been appointed by the AAC and is a member of the AAC
- At least one other AAC member
- Representation from at least two community agencies that work with people with disabilities
- A minimum of two individuals who have declared a disability
- A technical expert (For example. architect, landscape architect, architectural technologist or engineer)
- Other members as appropriate with a special interest in persons with disabilities and accessible facilities
- A staff representative from the Building Division (non-voting member)

The Built Environment Sub-Committee has not met since the beginning of the COVID-19 pandemic in March 2020. The Accessibility Compliance Coordinator has continued to provide reviews and comment on various Planning applications, as outlined in AAC21-001 Accessibility Staff Report.

## **Terms of Members of the Built Environment Sub-Committee**

Jeff Chalmers and Neil Campbell, both of whom provide technical expertise on the committee, had terms that expired in December 2020. Three more members have terms that will expire on December 2021: Alison Seiderer (Living Well Home Medical Equipment), Janet Dawson (Peterborough Public Health), and Leslie Yee (member of Council for Persons with Disabilities; person with a declared disability).

Accessibility staff are currently seeking feedback from the AAC about how to ensure the Committee has full membership and a variety of lived experience, special interest and technical expertise as outlined in the Terms of Reference (see Background section).

The AAC are asked to consider the following options:

- that current and recently-expired members extend their terms;
- that a recruitment process take place this year;
- that members of the AAC recommend potential members.

## **2021 proposed meeting schedule – Build Environment Sub-Committee**

Following the COVID-19 protocols that are currently in place for Advisory Committee meetings, we would plan to meet electronically using Microsoft Teams at this time.

March 16, 2021  
April 20, 2021  
May 18, 2021  
June 15, 2021  
September 21, 2021  
October 19, 2021  
November 16, 2021

Submitted by,

Sarah Mackillican  
Communication Coordinator

Contact Name:  
Sarah Mackillican  
Communication Coordinator  
Phone: 705-742-7777 extension 1785  
Toll Free: 1-855-738-3755  
E-Mail: [smackillican@peterborough.ca](mailto:smackillican@peterborough.ca)