



City of
Peterborough

To: Members of the Accessibility Advisory Committee
From: Mark Buffone, Accessibility Compliance Specialist
Meeting Date: December 4, 2024
Report: AAC 2025 Meeting Schedule, Report AAC24-020

Subject

A report to present the proposed 2025 meeting schedule for the Accessibility Advisory Committee.

Recommendation

That the Accessibility Advisory Committee (AAC) approve the recommendation outlined in Report AAC24-020, dated December 4, 2024 of the Accessibility Compliance Specialist as follows:

That the proposed 2025 meeting schedule for the AAC be approved.

Executive Summary

- AAC meetings will be held on the first Wednesday of each month. The AAC will not meet in January, July and August 2025. Meetings will begin at 4:00 p.m.
- Additional meetings may be called by the Chair, as deemed necessary.
- All regularly scheduled meetings will be delivered in a hybrid format, allowing participants to attend either in person at City Hall in the Doris Room, or electronically via Microsoft Teams.

Background

AAC members will be notified of meeting details prior to every meeting, complete with meeting agenda, minutes, reports and information on how to access each meeting. Public notice of all regular and special meetings of the AAC will be provided by posting the agenda or special meeting notice to the City website.

2025 Meeting Dates

Meetings will be held on the following dates:

1. February 5, 2025
2. March 5, 2025
3. April 2, 2025
4. May 7, 2025
5. June 4, 2025
6. September 3, 2025
7. October 1, 2025
8. November 5, 2025
9. December 3, 2025

Moving the January meeting to December

In previous years, the AAC would typically meet in early January and not meet in early December. It has traditionally been difficult to prepare for AAC meetings in the first week of January due to the seasonal closure of City Hall at the end of December. The 2025 meeting schedule addresses this issue by including a meeting in December 2025 instead of January 2025.

Meeting Accommodations

The City of Peterborough is committed to making meetings and meeting materials accessible for people of all abilities. Accessible formats and communication supports are available upon request. Contact Accessibility staff if you require assistance to access a meeting, the agenda or relevant documents. Please note, the HTML version of the agenda posted on the City's website with links to individual PDF reports, is generally more accessible for people who use assistive technology than the PDF version of the agenda circulated by email that binds all reports together in one large PDF.

Meeting Resources

The City's [Advisory Committee By-law](#) was established to provide a consistent approach for the operation of Advisory Committees and Boards. Schedule A-1 of the By-law outlines the Terms of Reference for the AAC.

Refer to the Government of Ontario's [Guide to Serving on a Municipal Accessibility Advisory Committee](#) to learn how to carry out your responsibilities as a member of a committee, engage with your municipal government and work as a team.

Strategic Plan

Strategic Pillar: Governance & Fiscal Sustainability

Strategic Initiative: “Develop and implement a robust and effective community engagement and communication plan to ensure our community is well informed and proactively engage in conversations and decisions that shape our community’s future.”

The Accessibility for Ontarians with Disabilities Act requires municipalities with a population of 10,000 or more to establish a local Accessibility Advisory Committee, with a majority of members represented by people with disabilities.

Engagement and Consultation

The Accessibility for Ontarians with Disabilities Act and the Integrated Accessibility Standards Regulation requires the City to consult with the AAC on how to make City projects, programs and services more accessible for everyone.

Budget and Financial Implications

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

Submitted by,

Mark Buffone
Accessibility Compliance Specialist

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