

Accessibility Advisory Committee Built Environment Sub-Committee Terms of Reference

Draft as of September 2016

Establishment of Committee

The Accessibility Advisory Committee (AAC) in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) shall advise and assist Council and staff in the City of Peterborough (City) to promote and facilitate accessible City goods, services and facilities. This shall be achieved through the review of municipal policies, programs and services and the identification, removal or prevention of barriers faced by people with disabilities. The AAC may, at its discretion, establish standing and ad hoc committees on any matters considered by the Committee that require particular study. As a result, the AAC has established a Standing Committee which shall hereby be referred to as the Built Environment Sub-Committee.

Roles and Responsibilities

Built Environment Sub-Committee

- At minimum, meet four times per year
- Review the agenda and supporting information and be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting
- Review site plan and re-zoning applications for compliance with AODA legislation and recommend best practices to enhance accessibility beyond the minimum requirements
- Review plans for new City owned facilities, and proposed alterations to existing City facilities, for AODA compliance and recommend best practices to enhance accessibility beyond the minimum requirements
- As required, undertake accessibility assessments of City facilities based on individual expertise and lived experience
- Recommend the use of the Access Fund to enhance the accessibility of City owned facilities
- Respond to or refer inquiries pertaining to accessibility of City facilities
- Monitor federal and provincial legislation, policy, and guidelines as they relate to the accessibility of City facilities
- Provide regular reports and recommendations to the AAC through the Chair of the Built Environment Sub-Committee
- Each member is responsible to declare a conflict of interest

- Review the Terms of Reference at least once every three years, or as required due to legislative changes.

Chair of the Built Environment Sub-Committee

- Must be appointed by the AAC and is a member of the AAC
- Set the meeting agenda in consultation with the Accessibility and Communication Specialist
- Moderate meeting discussion
- Appoint a Vice-Chair
- Provide regular reports to the AAC.

Vice-Chair of the Built Environment Sub-Committee

- In absence of the Chair, perform the role and responsibilities of the Chair.

Accessibility and Communication Specialist (Non-Voting Member)

- Prepare the agenda in consultation with the Chair
- Coordinate meetings
- Assess the requirement for additional meetings in consultation with the Chair
- Prepare draft minutes and provide draft minutes to the AAC
- Liaise with Sub-Committee members and City staff to facilitate recommendations arising out of meetings
- Provide information on legislation and best practices.

Accessibility Compliance Coordinator (Non-Voting Member)

- Provide technical information on legislation and best practices.

Sub-Committee Membership:

- 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)
- New membership shall be facilitated by the Accessibility and Communication Specialist and approved by the AAC
- Interested people shall submit a letter of interest to the Accessibility and Communication Specialist for approval by the AAC
- Any member wishing to resign shall do so in writing and provide notice of at least two months.

Attendance

- If a voting member is unable to attend a Committee meeting, members are required to notify the Chair of the Sub-Committee or the Accessibility and Communication Specialist prior to the meeting.

Term on Sub-Committee

- Sub-Committee members will serve a term of up to four years with staggered terms
- Any member of the Sub-Committee whose term has expired may be eligible for reappointment
- The Sub-Committee shall declare a Member's seat vacant and shall provide notice thereof to the AAC through the Accessibility and Communication Specialist, if a Sub-Committee member:
 - Is convicted of an indictable offence
 - Becomes incapacitated
 - Is absent from the meetings of the Sub-Committee for three (3) consecutive meetings, without reasons satisfactory to the Sub-Committee.

Meetings:

- Meetings of the Sub-Committee are open to the public with the understanding that guests are welcome to observe but not participate in the proceedings.