

## **ACCESSIBILITY ADVISORY COMMITTEE**

### **BUILT ENVIRONMENT COMMITTEE**

#### **TERMS OF REFERENCE**

**MARCH 2012**

The Accessibility Advisory Committee (AAC) in accordance with the Ontarians with Disabilities Act, 2001 (ODA) and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) shall advise and assist Council and staff in the City of Peterborough 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 Committee.

#### **Goals and Objectives of the Built Environment Committee:**

- The Committee shall approve the disbursement of funds from the City of Peterborough annual access fund, towards an ongoing program of prioritized City building or facility renovations, retrofits or upgrades, to meet the requirements of the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) and its subsequent standards
- Conduct City building/facility audits in keeping with the City of Peterborough Accessibility Plan, in three year increments
- Respond to inquiries pertaining to City buildings regarding accessibility
- Monitor federal and/or provincial legislation, policy and regulation, as it would relate to building/facility accessibility
- Review site plan applications and rezoning applications associated with any new City of Peterborough building or facility, to promote compliance with the Ontario Building Code, the ODA and the AODA legislations
- The Terms of Reference are to be reviewed once every three years or as required due to legislative changes effective March 2012
- The Committee shall report regularly to the Accessibility Advisory Council and recommend courses of action to the committee

### **Structure of the Committee:**

- Chairperson of the Built Environment Committee must be a member of the AAC in good standing
- Manager of Planning or the Chief Building Official, City of Peterborough or a Designate (non-voting member)
- An additional AAC member
- Representation from at least two City agencies which work regularly with people with disabilities, for example CNIB or Community Living
- A minimum of two individuals who have declared a variety of disabilities including mobility, vision, hearing and intellectual disabilities and or other disabilities, if possible
- A professional designer or consultant (architect, landscape architect or engineer)
- Other members as appropriate with a special interest in persons with disabilities and accessible buildings
- Accessibility Coordinator, City of Peterborough (non-voting member)
- The committee should have a maximum of (9) nine voting members
- *Transitional Provisions:* The initial set up of the committee includes an invitation to the members of the CPD sub-committee. As a result, there may be more than nine (9) members on the AAC Transportation Committee.
- The membership shall be approved by the AAC
- Each member is responsible to declare if they have a conflict of interest
- The committee should meet a minimum of three times per year
- Committee meetings are to be held at City Hall located at 500 George Street Peterborough
- The meetings are open to the public

### **Attendance:**

- If a voting member is unable to attend a committee meeting, members are required to notify the Chair of the committee or the Accessibility Coordinator prior to the meeting, the recording secretary will document “regrets” in the minutes, failure to notify the appropriate person will be documented as “absent”
- If a voting member is absent from the meetings for three consecutive meetings, without leave of absence from the Chair, or without reasons satisfactory to the Chair and the Committee, the Chair shall deem the members seat vacant and shall provide notice to the Accessibility Advisory Committee

**Liaison:**

- Planning Division and Building Division
- Other City Committees
- Similar committees in the surrounding municipalities