

Accessibility Advisory Committee

Transportation Sub-Committee

Draft Terms of Reference

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 Transportation Sub-Committee.

Roles and Responsibilities

Transportation 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
- Make recommendations on issues regarding all types of municipal transportation for persons with disabilities in the City of Peterborough
- Review and make recommendations for safe, barrier free sidewalks, including appropriate curb cuts and safe crosswalks
- Review and make recommendations on projects affecting transportation in the City of Peterborough
- Monitor municipal parking and make recommendations to ensure that parking areas are adequate and accessible
- Review the implementation of technologies for the transportation systems that improve accessibility for all residents including; traffic signals, bus hailing kits, low entry transit buses and audible/visual announcements of bus routes and stops
- As required, undertake accessibility assessments of City transportation infrastructure based on individual expertise and lived experience
- Refer inquiries pertaining to accessible transportation
- Monitor federal and provincial legislation, policy, and guidelines as they relate to accessible transportation

AAC Transportation Sub-Committee

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- Provide regular reports and recommendations to the AAC through the Chair of the Transportation 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 Transportation 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 Transportation 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 ten 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
 - A minimum of four individuals who have declared a disability

Appendix A

AAC Transportation Sub-Committee

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- Representation from at least two community agencies that work with people with disabilities
 - Other members as appropriate with a special interest in persons with disabilities and accessible transportation
 - City of Peterborough, Manager of Transportation or designate (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 meeting, members are required to notify the Chair of the Transportation 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.