

Accessibility Advisory Committee (AAC) Site Plan and Planning Applications Working Group Terms of Reference

Mandate

The AAC Planning Working Group has two mandates:

1. To investigate, assess and report to the Accessibility Advisory Committee (hereafter referred to as "Committee") regarding land development for which planning applications have been filed and circulated. This may include providing feedback on land development policies/by-laws such as the County Official Plan, Zoning By-Law and other provincial and federal matters, where requested by staff.
2. To ensure site plans are reviewed according to the site plan checklist in a timely fashion, specifically when comment deadlines fall between Committee meeting dates.

Goals and Purpose

The goals and purpose of the AAC Planning Working Group are to:

1. Identify potential barriers to individuals experiencing accessibility issues in planning applications and policies.
2. Propose mitigation measures and recommendations to increase accessibility.

Membership

1. Up to three (3) members of the Accessibility Advisory Committee.

Roles

1. The members will act as a liaison between the Committee and Planning staff relating to the County's land development process and goals.
2. Members will provide comments on behalf of the Committee to the Planning staff.
3. Members will actively participate and provide support and expertise.
4. Members will adopt a participatory, inclusive, and collaborative approach while maintaining their advocacy role to promote accessibility for persons with a disability.
5. Members will liaise with the Committee and share any site plans and planning applications for review via email with all Committee members for their comment.
6. Coordinate the participate of one of the three Working Group members at planning pre-consultation meetings with proponents of a land development application to provide an accessibility perspective.
7. Review site plan application files utilizing the approved site plan checklist.
8. Provide comments relating to accessibility on planning applications and files.

Responsibilities of the Working Group

1. It is the responsibility of all appointed members to comply and work with County procedures, By-Laws, and Provincial legislation, with guidance of staff.

This includes abiding by:

- a. Council's Code of Conduct
 - b. *Accessibility for Ontarians with Disabilities Act (AODA)*
 - c. County Accountability and Transparency Policy
 - d. County Procedural By-Law
 - e. Other applicable County By-Laws and policies
 - f. *Municipal Act*
 - g. *Planning Act*
 - h. *Municipal Freedom of Information and Protection of Privacy Act*
 - i. *Municipal Conflict of Interest Act*
2. The Working Group will make recommendations to the Prince Edward County Accessibility Advisory Committee.
 3. Provide a succinct update of each working group meeting that is held to the Committee. This may include subject matter, discussion points, recommendations, and any comments provided to the Planning Department on

behalf of the Committee. This update will be included in the Committee's next agenda and published on the County's website.

Term

The term of the Working Group will coincide with the term of Council.

Staff Support

Staff support and resources may be provided to the Working Group with the approval of the Chief Administrative Officer (CAO).

Reporting Relationship to Council

The Working Group will act as a resource to the Committee and does not have any delegated authority. The Working Group will report to the Committee. The Working Group is intended to support the Committee in their advisory role to Council.

Recommendations for implementation will be provided to Council via the Committee.

Finances

No member shall receive remuneration for services. A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Meetings

The Working Group shall meet as required. Should a public meeting be required, staff will provide support, on direction from the CAO.