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## Accessibility on Main Street Project

### Advisory Committee Terms of Reference

#### The Advisory Committee

An **Accessibility on Main Street** Project Advisory Committee will be established to provide feedback from a front-line perspective and provide input on project materials and outreach initiatives.

The Advisory Committee will be comprised of members from BIAs, local businesses within BIAs, organizations supporting persons with disabilities, and/or members of municipal Accessibility Advisory Committees.

#### Project Goals and Objectives

The *Accessibility on Main Street Project* aims to identify the built environment accessibility challenges experienced by OBIAA's 300 BIAs and their 60,000 business members and to offer a range of possible solutions - from high cost, to low cost, to no cost.

This project will:

- Clarify the obligations of businesses and BIAs under the AODA's Accessibility Standard for the Design of Public Spaces (DOPS);
- Identify the ways in which businesses and BIAs can influence the accessibility of their public spaces;
- Showcase real examples of how businesses in Ontario and elsewhere have made their built environments more accessible to their communities and customers;
- Identify invisible barriers businesses customers may be experiencing and how to reduce/remove/prevent them.

## Project Deliverables

Project deliverables include:

- Creation of Project Advisory Committee
- 8 members recruited to the Project Advisory Committee
- 4 Advisory Committee meetings
- 6 project enews issues
- 4 focus group workshops
- 4 webinars
- Creation of an “**Accessible Main Street Handbook**”
- Interim and Final Reports

## Advisory Committee Roles and Responsibilities

The responsibilities of the Advisory Committee will be to:

1. Providing input to the Project Coordinator and Steering Committee on resources and materials that will assist in the development of Project objectives
2. Providing input to the Project Coordinator and Steering Committee on the needs of their client groups
3. Reviewing draft materials
4. Promoting the project to their stakeholders

Members are expected to:

- Actively participate in scheduled committee meetings
- Represent, to the best of their abilities, the views and interests of the clients and communities they serve at committee meetings
- Work collaboratively with other committee members to achieve consensus on all decisions

## Meeting Schedule

The meetings are tentatively scheduled for early May 2018, August 2018, November 2018, and April 2019.

### **Decision Making Procedures**

All decisions made by the committee will be required to achieve consensus. Consensus means substantial agreement of members, without persistent opposition, by a process taking into account the views of all members in the resolution of disputes.

Unanimous decisions are not necessarily required to achieve consensus.

### **Reporting Relationships**

The Accessibility Directorate of Ontario (ADO), at the Ministry of Economic Development, Employment and Infrastructure, approves decisions regarding project deliverables.

Committee members will report on all their activities related to the initiative at committee meetings.

The Project Manager will report on the activities of the Advisory Committee to the project Steering Committee

The Steering Committee is comprised exclusively of representatives from the Accessibility Directorate and the Ontario BIA Association.

### **Conflict of Interest**

A conflict of interest arises when a member's private or personal interests may take precedence over or compete with his or her responsibilities as a committee member.

Conflicts of interest must be immediately reported to the OBIAA Executive Director who will seek the advice of the ADO on determining a course of action.

### **Confidentiality**

In the course of carrying out their roles and responsibilities as members of the committee, committee members may be given access to confidential materials or information.



Committee members are expected to respect the confidentiality of all sensitive information discussed at committee meetings.

## Project Team

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