



TERMS OF REFERENCE

WATERFRONT ACCESSIBILITY COMMITTEE

1. Purpose of the Terms of Reference

This document outlines the role of the Waterfront Accessibility Stakeholder Committee (the Committee) and includes guidelines for its mandate, how it will operate, when meetings take place and qualifications for membership. Any amendments or updates to the Terms of Reference (TOR) will be made in the discretion of Waterfront Toronto, after consultation with the Committee.

2. Mandate

The mandate of the Committee is to advise [Waterfront Toronto](#) on accessible public realm design based on the [Waterfront Accessibility Design Guidelines](#) (the Guidelines). For the purpose of this work, public realm is defined as publicly owned places and spaces that belong to and are accessible by everyone, including parks, open spaces, squares, plazas, sidewalks, streets, etc.

The Committee will, as requested by Waterfront Toronto, provide objective feedback, guidance, and advice to Waterfront Toronto project teams and accessibility consultants, which may include:

- Public realm projects being led by Waterfront Toronto, including new construction and projects that have reached the end of their lifecycle or require upgrades, will be reviewed by the Committee early in the design process (i.e., Schematic Design Phase (30% design)) and additionally, if requested by the Committee. Comments will be shared with Waterfront Toronto's [Design Review Panel](#) for consideration.
- In cases where the new elements are being implemented and guidance has not been provided in the Guidelines, the Committee may be engaged by project teams and accessibility consultants in a co-design session to explore the ideas and potential gaps related to accessibility. Findings would be considered for future updates to the Guidelines.
- Upon the completion of projects, the Committee will be invited to complete a post-completion on-site review (accessibility roll-through). The intent of the accessibility roll-through will be to highlight lessons learned that can be applied to future updates of the Guidelines.
- Review and recommend updates to the Guidelines from time-to-time (at minimum every three (3) years).
- From time to time, Waterfront Toronto may request that its Development Partners undertaking public realm related work seek similar advice from this Committee.

In addition, Committee members will be asked to help create awareness of the Guidelines and their impact on waterfront revitalization and opportunities for the disability community to contribute to waterfront revitalization.

3. Project Background

Waterfront Toronto is working to create a vibrant, connected waterfront that belongs to everyone. As city-builders, we care about delivering neighbourhoods, parks, destinations, and infrastructure that make people's lives better.



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In 2001, the governments of Canada, Ontario and Toronto laid out an ambitious mandate for Waterfront Toronto: to enhance the economic, social and cultural value of the waterfront, and create an accessible and active waterfront for all in a fiscally and environmentally responsible manner.

Providing safe and easy access to the shores of Lake Ontario is a key part of revitalization. To date, more than 43 hectares of parks and public spaces and 26 kilometres of trails and promenades have been created in key areas of the waterfront—facilitating active transportation and making it more fun for people to move through the city toward the water's edge.

In addition to making the waterfront more accessible to everyone, there is a strong focus to ensure that new neighbourhoods are connected to the fabric of the city—with roads, transit service and active transportation routes. These links support the success of local businesses, make the waterfront a better place to live, work and play and help realize the vision of one connected waterfront that belongs to everyone.

Every public space being created or revitalized aims to be accessible according to the Accessibility for Ontarians with Disabilities Act (AODA). This includes recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking, obtaining services, and maintenance.

Waterfront Toronto has always adhered to all regulations and guidelines related to accessibility but in other areas, such as sustainability and resilience, we also go beyond simply following the rules. In the years ahead, we commit to enhancing our capabilities in accessible design – to exceeding expectations, showing leadership and making accessibility another area of true design excellence on the waterfront.

With the intention of filling gaps in existing legislation and making Toronto's waterfront one of the most accessible and inclusive in the world, Waterfront Toronto drafted the Waterfront Accessibility Design Guidelines. These Guidelines were created in collaboration with the disability community and the formation of this Committee is a critical element in ensuring the successful implementation of the Guidelines.

4. Membership

The Waterfront Accessibility Stakeholder Committee is composed of 6-8 members who represent advocacy or professional organizations, or individuals with relevant expertise, most of whom will be persons with disabilities, as defined by the AODA. Our aim is that members of this committee will represent a cross section of disabilities, offer a variety of perspectives, and reflect the diversity of Toronto's population. Individuals will be selected based on several criteria, including lived experience with a disability. For more information, please see "Qualifications and Criteria" below. Committee members are not employees of Waterfront Toronto.

Membership will be profiled on Waterfront Toronto's corporate web site and as part of its corporate reporting.



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5. Term of Membership

Members will be appointed for two-year terms. Following the initial term, Waterfront Toronto will consider extending the term of certain members in order to maintain continuity as new members are onboarded. Members may be appointed to, or removed from the committee, or the committee may be wound up, at any time at the discretion of Waterfront Toronto.

6. Decision Making

The Committee makes recommendations and provides advice to Waterfront Toronto. The Committee's recommendations are advisory and not a binding element of a regulatory review process. Waterfront Toronto will provide project updates to demonstrate how Committee feedback was considered in the design process.

7. Roles and Responsibilities

Members of the Committee are expected to read and understand the Guidelines, review public realm projects in advance of or at the 30% Schematic Design milestone, and additionally, if requested by the Committee, and to provide feedback and advice to Waterfront Toronto and the project team. The Committee's comments are also shared with the Waterfront Toronto [Design Review Panel](#) during its review of projects.

Members of the Committee are expected to:

- Review the agenda and any accompanying materials.
- Attend and participate in any meetings, as required.
- Provide advice and feedback to project teams on the implementation of the Guidelines.
- Review and recommend amendments to future updates of the Guidelines.
- Provide advice to project teams about additional consultation, as needed.
- Agree to having their participation on the Committee disclosed by Waterfront Toronto in its public communications, for example on its website, blog and in its corporate reports.

Waterfront Toronto is expected to:

- Fulfil obligations set out under "Meeting Management, Quorum and Reporting" below.
- Provide meeting facilitation.
- Respond to Committee questions and concerns.
- Provide project updates demonstrating how Committee feedback was considered in the design process.

8. Qualifications and Criteria

Waterfront Toronto will be looking for member who, collectively, bring the following skills and expertise to the committee:

- Lived experience with a disability.
- A strong understanding of the needs and concerns of a broad spectrum of persons with disabilities and seniors, gained through personal or professional experience.
- Knowledge of accessibility as it relates to one or more areas of: policy and procedure, built environment and public spaces, and accommodation.



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- Ability to interpret technical design drawings or capacity and interest to learn.
- Ability to provide constructive comments and feedback and communicate complex issues to a variety of audiences including Waterfront Toronto, City of Toronto staff, and design professionals.
- Experience in decision-making, communication, and citizen advocacy.
- Availability to participate in meetings during business hours.

9. Meetings

Meetings will be held virtually (i.e., Microsoft Teams), or hybrid (i.e., Microsoft Teams and in-person at a location TBD). Disability-related accommodation and support are provided upon request. Notification in advance is required.

The Committee meets during regular business hours approximately four to six (4-6) times per year on an as needed basis. The number and cadence of meetings may vary depending on project schedules and milestones but, in any case, would not occur more than once a month. Each meeting is approximately 2.5 hours long with an average of 2 projects reviewed.

Meeting minutes will serve as the official record of the Committee's feedback. The minutes will be structured as a reference guide to comments raised at the meeting and not a transcript of the proceedings. Meetings are closed to the public, however, meeting materials (presentations and Minutes) will be posted to Waterfront Toronto's website.

- **Final Submission Documents – 7 calendar days in advance:** Project teams will deliver their complete and final presentation material (AODA accessible), which will be circulated to the Committee seven (7) days in advance of the meeting.
- **Meeting Format (50min per project with 10-minute break)**
 1. Staff introduction (5min)
 2. Proponent Presentation (20min)
 3. Committee Questions and Comments (20min)
 4. Summary Comments (5min)

10. Meeting Management, Quorum and Reporting

Waterfront Toronto will provide the resources needed to support the operation of the Committee including administrative support, minute-taking, and meeting materials and supplies. Waterfront Toronto will also organize all meetings, distribute meeting notices and materials, and manage the Committee contact list. The following procedures will be used in convening meetings of the Committee:

- Meeting dates will be set two months in advance
- Meetings will be scheduled during regular business hours and will not exceed 2.5 hours
- Quorum requires the participation of 60% Committee members
- Waterfront Toronto will set the agenda
- Waterfront Toronto will prepare meeting Minutes
- Draft meeting Minutes will be circulated to Committee members for review and approval within three weeks of each meeting



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- Final Minutes will be posted to Waterfront Toronto's website and form part of the official consultation record for each project

11. Honorarium

Committee members will receive an honourarium of \$300 per meeting attended. Honourariums will be paid within one (1) month following each meeting attended. The reimbursement of travel expenses will be considered based on need.

12. Conflict of Interest

Any Committee member that has an affiliation with a specific project (E.g. as a disability consultant) must identify the affiliation and recuse themselves from the project review. In addition, as committee members may from time to time be provided with non-public confidential information, they will be required to sign a confidentiality agreement.

13. Contact

The point of contact for all Committee correspondence is Tristan Simpson, Project Manager, Waterfront Toronto tsimpson@waterfrontoronto.ca.