

Terms of Reference (ToR)

Project: Accessibility Plan

Version: Version 2 (2024-10-16)

ToR Purpose

The purpose of this document is to create a shared understanding of the project, including the project's scope, schedule, and budget.

Project Overview

The City of Pitt Meadows is developing an accessibility plan and feedback mechanism in accordance with the requirements of the Accessible BC Act. Refer to the report received by Council on May 30, 2023 and decision package received by Council on November 27, 2023 for additional background information.

Project Scope and Deliverables

The project will involve research, internal consultation, and community engagement, including consultation with the Community Support and Accessibility Advisory Committee (the "Committee"), to inform the development of an accessibility plan and feedback mechanism. The planning process will identify the City's strengths, challenges, and opportunities, as well as priority actions to mobilize over the three-year timeframe of the plan. The project will build on existing City and community assets, seek to align with provincial priorities, and complement other City strategies, including the in-progress, internally-focused Equity, Diversity and Inclusion initiative.

The project will meet the legislative requirements of the Accessible BC Act. In accordance with the Act, the purpose of the accessibility plan is "to identify, remove and prevent barriers to individuals in or interacting with the organization." A barrier is "anything that hinders the full and equal participation in society of a person with an impairment," and an impairment "includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic." In developing and updating its accessibility plan, an organization must consider the following principles:

- inclusion;
- adaptability;

- diversity;
- collaboration;
- self-determination; and
- universal design.

In addition to the accessibility plan, the City must establish a process for receiving comments from the public on its accessibility plan, and barriers to individuals in or interacting with the organization (the “feedback mechanism”).

The key deliverables for this project include:

- A refined project work plan, including an internal and community engagement approach
- A summary of key findings from the research (e.g., data, literature, and City documents) and engagement
- A draft list of potential actions, informed from the key findings and additional ‘best practice’ research, as well as a framework for prioritizing potential actions
- An accessibility plan, which should include but is not limited to:
 - An introduction section
 - A summary of the process to develop the plan and key findings
 - The vision, priority areas, and actions
 - An implementation schedule
 - A monitoring and reporting framework
- A feedback mechanism

Work Plan

The workplan was refined, with an updated timeline and the addition of more detail to activities and deliverables. It will be adjusted as needed as the project proceeds.

Phase	Key Activities	Key Deliverables
Phase 1: Project Initiation October – November 2024	<ul style="list-style-type: none"> • Review existing City plans, strategies, and initiatives • Research best/promising practices • Refine work plan • Consult with the Committee to review TOR, develop a shared understanding of accessibility, and draft internal and external 	<ul style="list-style-type: none"> • Terms of Reference (ToR) • Refined work plan • Engagement plan • Committee Meeting/Minutes: 1

Phase	Key Activities	Key Deliverables
	engagement approach that includes persons living with disability	
Phase 2: Challenges and Opportunities December 2024 – March 2025	<ul style="list-style-type: none"> Conduct internal and external engagement, including additional consultation with the Committee Undertake additional research, as required Prepare summary of key findings: include potential actions to support accessibility goals identified in other city strategies and relevant recommendations from best/promising practices research 	<ul style="list-style-type: none"> Engagement materials Engagement summaries Summary of key findings
Phase 3: Setting Priorities and Action Planning April – May 2025	<ul style="list-style-type: none"> Identify focus areas and actions based on research and engagement Develop framework for prioritizing actions Develop feedback mechanism Consult with the Committee 	<ul style="list-style-type: none"> Draft list of potential actions Framework for prioritizing potential actions Feedback mechanism Committee Meeting/Minutes: 1
Phase 4: Drafting the Plan June 2025	<ul style="list-style-type: none"> Prepare draft Plan Consult with the Committee Present draft Plan to Council 	<ul style="list-style-type: none"> Draft Accessibility Plan Report to Council Committee Meeting/Minutes: 1
Phase 5: Council Approval July – August 2025	<ul style="list-style-type: none"> Prepare and design final Plan Present Plan to Council 	<ul style="list-style-type: none"> Accessibility Plan

Budget

A budget of \$30,000 is available for consultant fees and community engagement costs, as approved in the decision package received by Council on November 27, 2023.

Project Organization

The following project team members have been identified:

Role	Team Member	Responsibilities
Project Sponsor (~15 hrs)	Director of Planning and Development	<ul style="list-style-type: none"> • Make key business decisions for the project • Ensure availability of resources • Communicate the project's goals throughout the organization • Provide updates to CLT and Council
Project Manager (~125 hrs)	Director of Planning and Development (TBC)	<ul style="list-style-type: none"> • Coordinate consultant and engagement • Support the collection and compilation of feedback from engagement efforts and background research • Coordinate production and review of project deliverables • Coordinate the project team • Liaise with the Committee
Project Team Members (~15 hrs)	Representation from the following departments / divisions and organizations: <ul style="list-style-type: none"> • Engineering and Operations (including Facilities) • Parks, Recreation and Culture • Administrative Services • IT • HR • Communications • Fire • RCMP (TBD) • FVRL (TBD) 	<ul style="list-style-type: none"> • Provide subject matter expertise • Contribute to overall project objectives
Consultant (~250 hrs)	Mariam Larson Consulting	<ul style="list-style-type: none"> • Develop refined work plan • Undertake background research • Lead consultation activities • Summarize key findings • Identify potential priorities and actions • Draft accessibility plan
Communications Team (~50 hrs)	Communications and Engagement Coordinator	<ul style="list-style-type: none"> • Promote engagement activities • Prepare visual aids for public engagement activities • Design final Accessibility Plan

Appendix A:

Community Engagement Objectives and Principles

The community engagement program will help identify barriers faced by individuals in or interacting with the City, and opportunities to remove and prevent barriers. The engagement approach, which will be further developed with the project consultant, is expected to target individuals with disabilities (as broadly defined by the Accessible BC Act), including consideration of a lived experience task force. The program will consist of two key phases: input on strengths, challenges, and opportunities and feedback on the draft plan. The engagement program will include consultation with the Committee, and it is anticipated that the Committee will be able to support the broader community engagement program (e.g., help identify engagement strategies and individuals / groups to participate in the process). The engagement program will also consider, where available, past community input and feedback on the accessibility matters. The project will be guided by the Council-endorsed Civic Engagement Policy and Framework.