

TERMS OF REFERENCE

APPENDIX B

1. GROUP NAME

City of Prince Albert Accessibility Public Feedback Group

2. PURPOSE

The purpose of the Accessibility Public Feedback Group is to provide a structured, inclusive, and ongoing mechanism for residents - particularly persons with disabilities, caregivers, and service providers - to share feedback, identify barriers, and inform the City's accessibility priorities, actions, and continuous improvement efforts under the City of Prince Albert Accessibility Plan (2026–2030).

3. MEMBERSHIP/COMPOSITION

Sponsor:

- Community Safety & Well-Being Manager (or designate)
Role: Provide strategic oversight, ensure alignment with corporate priorities, and champion accessibility initiatives at the senior leadership level.

Administrative Lead:

- Community Mobility Coordinator (or designate)
Role: Coordinate group activities, develop agendas, ensure alignment with the Accessibility Plan, and oversee reporting requirements.

External Stakeholders:

- Persons with lived and living experience of disability
- Caregivers and family members
- Representatives from community-based organizations and service providers
- Accessibility advocates and subject matter experts
- Interested community members

Roles and Expectations of Members:

- Actively participate in meetings and discussions
- Share lived/living experience, expertise, and constructive feedback
- Identify barriers and propose practical solutions
- Support inclusive, respectful, and collaborative dialogue
- Serve as community connectors where appropriate
- Review materials and provide input in accessible formats

4. MANDATE

The Accessibility Public Feedback Group is mandated to:

- Provide ongoing input on accessibility barriers across the City's priority areas, including built environment, transportation, information and communications, service delivery, employment, and procurement.
- Inform implementation of accessibility actions and priorities identified in the Accessibility Plan.
- Review and provide feedback on accessibility audits, initiatives, and proposed policies.
- Identify emerging accessibility issues and opportunities for improvement.
- Support the City's engagement strategy by contributing to community forums, feedback processes, and awareness efforts.
- Promote inclusion, universal design, and self-determination principles in City decision-making.

Measures of Success:

- Increased participation of persons with disabilities in City engagement activities
- Demonstrated incorporation of feedback into City policies, programs, and services
- Reduction of identified barriers over time
- Positive participant experience and satisfaction

5. RESOURCES

The City will provide the following resources to support the group:

- Administrative coordination through the Community Safety & Well-Being Division
- Meeting space (physical and/or virtual) with accessible accommodations
- Accessibility supports (e.g., ASL interpretation, captioning, alternate formats)
- Online feedback tools and engagement platforms
- Staff subject matter expertise as required

6. REPORTING

- The group will provide summary reports following each meeting outlining key feedback and recommendations.
- Consolidated input will inform the City's bi-annual progress report to Council under the Accessibility Plan.
- Updates may also be shared publicly through the City's website and engagement platforms.

7. TERM AND REVIEW

- **Start Date:** Q1 2026

- **End Date:** Ongoing through the life of the Accessibility Plan (2026–2030), unless otherwise determined
- **Review:**
 - Terms of Reference will be reviewed annually
 - Structure and effectiveness of the group will be evaluated as part of the Accessibility Plan review cycle (minimum every three years)

10. CITY MANAGER APPROVAL

Signature _____

Date 09/03/26