

## BUILT ENVIRONMENT ADVISORY GROUP: TERMS OF REFERENCE

The role of the Built Environment Advisory Group (BEAG) is to provide advice to Queen's Facility Management on accessibility concerns, accessibility standards, and legislation, including the Design of Public Spaces Standards that assist making the Queen's campus and its facilities accessible to everyone.

### Responsibilities

The key duties of this advisory group are to:

1. Advise the Associate Vice-Principal (Facilities) about:
  - a. the requirements, procurement for, and implementation of, the Design and Public Spaces Standards and any relevant information pertaining to the Integrated Accessibility Standards Regulation (IASR) under the Accessibility for Ontarians with Disabilities Act (AODA, 2005);
  - b. the requirements, procurement for, and implementation of, the Architectural Design Standards;
  - c. other matters for which the Associate Vice-Principal (Facilities) may seek its advice;
2. Review and endorse accessibility projects funded within the University's five-year accessibility plan.
3. Review site plans and floor plans for new construction and renovation projects on Queen's properties as described below:
  - a. Project type and size: all capital projects of a value of \$2.5M or greater, and all projects where the University received a grant for accessibility improvements, regardless of the value. Other projects may be brought before the committee for review and advice; this will be at the discretion of the Facilities Design team based on the nature of the project.
  - b. Stage of Review: At the end of the design development phase, i.e. 66% completion.
  - c. Type of Review: A presentation of the project will be provided by Facilities to the Built Environment Advisory Group and drawings for review will be accompanied with Facilities technical review comments.
4. Provide updates on the activity of the BEAG on capital and accessibility projects to the Campus Master Plan Advisory Committee (CMPAC) including all outdoor projects beyond routine maintenance.
5. Review and provide feedback and endorsement of the BEAG yearly report to senior management in keeping with the Accessibility Framework reporting procedures.

### Membership

Membership of the BEAG will be reviewed periodically to ensure that all appropriate areas of the University are represented:

- Chair: Director, Campus Planning and Real Estate
- Coordinator: Accessibility Coordinator (Human Rights and Equity Office)
- Ex-officio: Director, Environmental Health & Safety
- Ex-officio: Planner, Facilities
- Ex-officio: AMS Representative
- Ex-officio: SGPS Representative
- (2) Faculty members who identify as a person with a disability
- (2) Students who identify as a person with a disability
- (2) Staff members who identify as a person with a disability
- (2) Broader Kingston community members who identify as a person with a disability

### Term Limits for Group Members

Group members are appointed annually to serve staggered terms of one or two years, renewable at the discretion of the Chair.

### Selection Process for Membership

The Human Rights and Equity Office (HREO) will receive applications for membership on the BEAG. The University is committed to a **minimum representation of 51% of the BEAG members** be individuals who identify as person with a disability; therefore, all applicants will be asked to voluntarily complete a self-identification questionnaire and to indicate whether they identify as a person with a disability. Each applicant will receive the invitation to voluntarily self-identify from the HREO. The HREO and one Nominating Group member designated as the Equity Representative, unless some disclosure is required in order to maintain the Council's minimum representation requirements, will hold the information in confidence. The HREO will ensure destruction of self-identification information at the conclusion of this process.

The BEAG seeks applications from individuals with a range of lived experiences and disabilities. Applications will be adjudicated based on the following:

**Experience** – evidence that the applicant has the background, the skills, and the commitment necessary to contribute productively to the BEAG.

Wherever possible, recommendations of the BEAG ad hoc Nominating Group will be made by consensus. Final approval of the recommended membership rests with the HREO.

### Meetings

The BEAG will meet on a bi-monthly basis (6 per year) and meetings will be scheduled by the Accessibility Coordinator through the HREO. Meetings are 1 hour in length and additional meetings may be called if items arise needing BEAG attention.