Burlington Accessibility Advisory Committee
Terms of Reference – Revised February, 2017

NAME:	Burlington Accessibility Advisory Committee (BAAC)
REPORTS TO:	City Council through the Community and Corporate Services Committee
CLERK:	Committee Clerk, Clerks Department
ESTABLISHED:	November 28, 1994

BACKGROUND

Originally established as Burlington Committee for the Physically Challenged (item CC-344-94)

OTHER ITEMS OF REFERENCE

- 2016 City of Burlington Accessibility Design Standards
- City of Burlington Multi-Year Accessibility Plan & Progress Report, 2013 – 2018

MANDATE

The Burlington Accessibility Advisory Committee is established as an advisory committee to Burlington City Council and reports to Community and Corporate Services Committee. The committee shall:

1. Provide advice on the identification, removal and prevention of barriers to people with disabilities in the city's by-laws, policies, facilities, programs and services:

    a. by working with the Accessibility Coordinator to develop achievable annual action and communication plans and budgets that meet the mandate of the committee and by addressing concerns together.

    b. by providing input to city staff and related boards and committees about reports, training and other relevant materials.

    c. by maintaining ongoing dialogue with the council representative for the BAAC about the mandate, annual priorities (action and communication plan) and accomplishments of the BAAC.

    d. by keeping current about council-approved policies and city related initiatives that may impact the committee and the needs of people with disabilities in Burlington.

e. by presenting an annual report to Budget and Corporate Services Committee.

2. Provide advice on the implementation of the *Accessibility for Ontarians with Disabilities Act, 2005*, as required through regulation. The committee shall:

   a. advise council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice as required by the *Accessibility for Ontarians with Disabilities Act, 2005* and all subsequent regulations governing its implementation.

   b. review in a timely manner the site plans and drawing described in section 41 of the *Planning* Act that the committee selects.

   c. perform all other functions that are specified in the *Accessibility for Ontarians with Disabilities Act* and / or its regulations, including consultation requirements as outlined in the *Design of Public Spaces Standards* in the *Integrated Accessibility Standards*.

3. To enhance awareness within Burlington about accessibility:

   a. through the development and delivery of an annual Accessibility Award as part of the Burlington's Best Awards.

   b. through public education opportunities as part of National Access Awareness Week.

   c. through public education opportunities as part of the United Nations' International Day of Persons with Disabilities.

   d. through periodic and scheduled educational, demonstration, trade show and display opportunities in partnership with other organizations in Burlington and Halton Region.

   e. through other educational opportunities to communicate the activities and achievements of the committee.

4. Liaise with various committees, organizations and groups with an interest in advancing disability issues in order to share information, best practices and other resources as it relates to accessibility in Burlington including participating with other Accessibility Advisory Committees at joint meetings, other related meetings and/or training opportunities.

MEETINGS

An annual schedule of monthly meetings will be prepared by the committee Clerk in consultation with the committee Chair prior to December 31 of the preceding year. Meetings will not be planned in July and August unless approved for special purpose by the committee. Meetings will be held at City Hall, Room 247 and completed within 2 hours unless a vote by members to extend the time to a specified time has been approved. Sub-committee meetings will be scheduled as required to complete the assigned work.

QUORUM

Committee quorum requires 50% +1 of voting members to be present. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Quorum is not required at sub-committee meetings; however any minutes must document the attendees present at the meeting. Sub-committee minutes or action items shall be provided to the clerk for information or possible follow-up.

BUDGET CONSIDERATIONS

The fiscal year of the committee shall be from January 1 to December 31. The committee will work with the assigned clerk to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines. The committee's budget will be presented within the Local Boards and committees' budget submission.

All financial commitments of the committee must be approved through the committee, with revenues and expenditures authorized through the committee Clerk and processed in keeping with corporate policies.

WORKPLANS AND ANNUAL REPORTS

The Chair and Vice-Chair will work collaboratively with committee members to prepare an annual work plan and budget to support the committee's mandate as outlined in the terms of reference. The work plan will be from January 1 to December 31 each year.

Within the first quarter of each year, the Chair and Vice-Chair will work collaboratively with committee members to prepare an annual report outlining the activities/deliverables of the previous year. The annual report will be provided to council for information through the Council Information Package or by presentation to the relevant standing committee of council.

COMMUNICATIONS

Committees may prepare a communication plan to support their work plan. The committee must provide advance notice of communication requests so that their clerk can work with corporate communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, and funded by the committee's annual budget allocation. The committee Chair or designate will provide the first point of contact for all communication/media requests.

COMMITTEE COMPOSITION

The BAAC is formed so that the majority of members are persons with disabilities, as required by the *Accessibility for Ontarians with Disabilities Act, 2005*.

Role		Voting	Non-Voting
Citizen representatives	7 - Burlington residents with a disability, as defined within the *Accessibility for Ontarians with Disabilities Act*, attempting to ensure that individuals with a physical disability, individuals with a vision or hearing loss, individuals with an intellectual or learning disability and individuals with a metal health disability are included. 5- Citizens-at-large who may not have a disability will be selected based on their interest or particular expertise in the identification, removal and prevention of barriers. This may include an advocate or family member of a person with a disability, organizations representing people with disabilities and who provide services to Burlington residents or an interested citizen of at least high school age.	✓	
Appointed Citizen Committee Liaisons		✓	
Designated Alternates	1-2 individuals in addition to the approved composition that have been selected through the interview process. Full participation at committee meetings with no voting privileges. Available to fill unplanned vacancies.		✓
Sub-committee volunteer	Individuals selected by committee members and not through the interview process. Attend and participate on sub-		✓

	committees only.		
Council representative	Mayor or member of council appointed by council		✓
Committee Clerk	Clerks Department.		✓
Departmental Support	Accessibility Coordinator		✓

MEMBER SELECTION

Committee members, including members wishing to participate for a subsequent term, will be selected through an application and interview process. The interview panel should include the committee Chair and/or Vice-Chair, the appointed Council representative or delegate, and a staff representative. However, if the Chair or Vice-Chair is re-applying for a subsequent term, he/she is not eligible to participate on the interview panel. All applications to the committee shall be kept confidential and restricted to the review of the interview panel. Upon completion of the interview process, the interview panel will submit their recommendations to Council for final approval and appointment.

COMMITTEE ORGANIZATIONAL STRUCTURE

The committee will meet with the chair presiding or vice chair in his/her absence.

The **Chair and Vice-Chair** are committee members elected by committee members. Only voting members can be elected as Chair or Vice-Chair.

Sub-committees: The committee may establish sub-committees as needed to consider specific issues. Establishing sub-committees does not require approval from a standing committee or council. Sub-committee members prepare their own agendas and minutes as required. The Chair of a sub-committee must be a member of the Burlington Accessibility Advisory Committee. Additional community volunteers may provide assistance on specific initiatives and are not required to be members of the advisory committee.

Established sub-committees include:

a. Site plan review sub-committee, and
b. Public education sub-committee

TERM OF OFFICE

Committee members: Three years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of two consecutive terms at a time.

Once a member has completed their two consecutive terms, he or she has the option of volunteering on a sub-committee or can apply again to the committee one year following the completion of their terms.

Members of the committee who have completed their first term of office and wish to reapply for membership must indicate their interest by responding to public advertisements for membership and participating in the interview process.

Chair and Vice-Chair: One year from the date of election. An individual may serve a maximum of three consecutive years as a Chair or Vice-Chair.

If the chair resigns before the completion of his or her term, the Vice-Chair will complete the remainder of the term. If the Vice-Chair resigns or vacates their position to fill the position of Chair, a new Vice-Chair will be elected to complete the remainder of the term.

Designated Alternates: If a voting member resigns before the completion of their term, a designated alternate (if one is available) shall fill the vacancy and become a full, voting member of the committee. Upon appointment to full voting membership, alternates will commence their first term of office as a full-voting member. The alternate is eligible to apply for a second full term when their first term as a full-voting member has expired.

ELECTION OF CHAIR AND VICE-CHAIR

Elections for the advisory committee Chair and Vice-Chair shall occur in the first month of each year.

Committee members may nominate a fellow voting committee member to the position of Chair or Vice-Chair provided the nominee has a minimum of one year voting or non-voting member experience gained from his or her membership on the committee in the preceding year.

COMMITTEE REVIEW/SUNSET DATE:

Every four years to coincide with the Council term or when changes to legislation impacts the obligations and responsibilities of the committee.

REFERENCE DOCUMENTS:

Statutory Authority:

- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Committee Establishment:

- Clerks Department Report CL-7/03, dated February 17, 2003.
- Community & Corporate Services Committee Item CC-43-03-1.
- Approved by City Council at its meeting of March 17, 2003.

Establishment of Accessibility Awards:

- Accessibility Recognition Awards Program Proposal CL-02-12, dated December 9, 2011

All members of the Burlington Accessibility Advisory Committee will have read and understood the following reference documents:

- Handbook on Citizen Committees, June 2010
- Procedural By-law No. 24-2013
- Council Boards and Committees – Appointments to Boards and Recruitment of Citizens for Committees, City of Burlington Corporate Policy
- Council Boards and Committees – Mileage and other Expenses for City of Burlington Committees, City of Burlington Corporate Policy
- Code of Conduct, City of Burlington Corporate Policy
- Respect in the Workplace, City of Burlington Human Resource Policy
- AODA Integrated Accessibility Standards Regulation (IASR) Training