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## **Township of Brock Accessibility Advisory Committee (BAAC) Terms of Reference**

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Number: ToR-BAAC-2023  
Reference: Council Resolution # \_\_\_\_\_  
Date Approved: January 30, 2023  
Date Revised: N/A

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### **1. Enabling Legislation**

The Brock Accessibility Advisory Committee (BAAC) is committed to improving access to its citizens, through the requirements and in the spirit of the Ontarians with Disabilities Act, 2001 (ODA), the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards, Ontario Regulation 191/11.

### **2. Mandate and Responsibilities**

- 2.1 The Committee will advise Council on specific initiatives to be undertaken by the Township of Brock to reduce barriers experienced by persons with disabilities.
- 2.2 Advocate on behalf of persons with disabilities through the promotion of public awareness.
- 2.3 Make recommendations to Council on strategies and policies on the identification and removal of existing barriers, and to ensure that no new barriers will be created
- 2.4 To provide advice and recommendations to staff and Council on the development and implementation of the Township of Brock Multi-Year Accessibility Plan and annual status reports.

- 2.5 To monitor the development of the legislative requirements of the Ontarians with Disabilities Act, 2001 (ODA), the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards, Ontario Regulation 191/11 and offer advice on the Township's compliance with various regulations contained therein.

### **3. Term/Appointments**

- 3.1 Committee members are appointed by Council, for the term of Council or until their successors are appointed.
- 3.2 An individual, who wishes to be considered for appointment to a committee must submit a completed and signed application form to the Municipal Clerk. Members wishing to be reappointed for a subsequent term must advise the Municipal Clerk in writing of their continued interest.
- 3.3 If a vacancy occurs during the term, Council may appoint a replacement to complete the term. The Chair must advise the Municipal Clerk in writing as soon as a vacancy occurs. If directed by Council, the opening will be posted on the Township's website and/or other communication mediums.

### **4. Composition**

- 4.1 A minimum of five, and in accordance with Section 29(3) of the AODA, "a majority of the members of the committee shall be persons with disabilities". Best efforts to adhere to the legislation will be a focus, while making every effort to respect the member's privacy when it comes to sharing information about their disability on a voluntary basis.
- 4.2 All Committee members are considered volunteer positions and there are no per diems for any Committee position.
- 4.3 The Mayor will assign a Council Liaison at the beginning of each term and from time to time, may re-appoint a Council Liaison. A Council Liaison will be the direct link between the committee and Council, by providing advice and information regarding Township and/or Council business, where applicable. Council Liaisons are to be provided with a copy of all formal communications from the committee (including notices, agendas and minutes). They are ineligible for the positions of Chair or Vice-Chair and are not a voting member of the committee and not included in the count for quorum.

### **5. Staff Liaison/Support**

- 5.1 Township Staff have two principle functions in regard to the BAAC:

- i. Committee Coordinator Role – organizing meetings, preparing agendas and minutes.
  - ii. Staff Liaison Role - providing content support and policy advice.
- 5.2 The BAAC will receive administrative support from the Clerk's Department. This will include the recording of minutes, preparation of agenda, support necessary to convene a meeting and other support as may be necessary from time to time.
- 5.3 The Staff Liaison(s) is not a voting member of the committee and not included in the count for quorum.

## **6. Membership Selection Process & Qualifications**

- 6.1 At the beginning of each Council term, the Township of Brock shall place an advertisement within the newspaper and on its website requesting expressions of interest from individuals who are residents of the Township of Brock.
- 6.2 Applicants shall be required to submit a written expression of interest outlining their reasons for applying and whether they have any related experience.
- 6.3 Council may also receive applications for membership and may appoint members to the Committee of Adjustment at any time throughout its term.
- 6.4 Upon receipt of applications, staff shall prepare and forward to Council for consideration during a closed session, for review of all candidates' qualifications and appointment by by-law.
- 6.5 All persons appointed to the BAAC shall attend a mandatory Advisory Board and Committee Training prior to their first meeting.
- 6.6 All members appointed to the BAAC shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Township of Brock.

## **7. Chair/Vice-Chair**

- 7.1 A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be selected by the Committee at the start of each Council term and two years thereafter (each Chair shall be appointed for a two year period).
- 7.2 A Vice-Chair shall also be selected for the same term as the Chair and shall act as Chair when the Chair is absent or unable to fulfill his/her duties.

## **8. Meeting Frequency & Attendance**

- 8.1 All meetings are open to the public. Meeting dates are established by the members at the first meeting of the Committee, and shall be set on a recurring schedule so that Council and Staff Liaison are able to attend.
- 8.2 The Committee shall hold a minimum of four (4) meetings per year and shall meet electronically.
- 8.3 Committee members are expected to attend all meetings. Should a member be unable to attend a meeting, the member shall advise the Chair, Council Liaison and/or Staff Liaison, at least one business day prior to the meeting. This will assist in determining if there will be a quorum.
- 8.4 If a member is absent from three (3) consecutive regularly scheduled committee meetings (without notice), the committee may pass a resolution declaring a vacancy and requesting Council to appoint a replacement member.
- 8.5 The BAAC meeting schedule will be posted on the Township of Brock website and will be updated on an annual basis.
- 8.6 The Committee shall participate in meetings with the Accessibility Advisory Committees (AACs) of surrounding area municipalities (including Durham Region AAC) at a frequency mutually established by all committees. The purpose of such meetings shall be to share best practices and enhance cross-border collaboration.

## **9. Quorum**

- 9.1 A quorum shall consist of a simple majority of appointed voting-members.
- 9.2 If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled and/or rescheduled.

## **10. Sub-Committees**

- 10.1 The BAAC may form Subcommittees as may be necessary to address specific issues, studies or projects.
- 10.2 The purpose of a Subcommittee shall be to make recommendations on a particular issue to the BAAC, or to assist with the implementation of an assigned project.

## **11. Annual Work Plan/Budget/Reports**

- 11.1 The BAAC shall prepare a projected budget and work plan for the upcoming year. Budget Committee will review any budget requests during the annual budget process; Council has final approval of committee funding.
- 11.2 The BAAC shall attend as a delegation before Council to present its accomplishments and work plan at the end of each year. Additional reports or deputations to Council shall be provided, as required.
- 11.3 When the BAAC wishes to make a recommendation, a report must be submitted to CWC for approval. Reports will be signed by the Chair and submitted through the Staff Liaison to the Chief Administrative Officer for information prior to uploading to an agenda.

## **12. Conflict of Interest**

- 12.1 A conflict of interest may arise for Committee members when their personal business interests conflict with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Committee.
- 12.2 Members who have declared an interest on any matter may not move, participate in the discussion, or vote on the matter nor attempt to influence others on the matter.