
TERMS OF REFERENCE

ToRID & Cte Name: TOR32: Accessibility for Ontarians with Disabilities Steering Committee

Issued by: Chief Human Resources Officer

Effective: 2017-05-05

1. PURPOSE

The purpose of the Accessibility for Ontarians with Disabilities Advisory Steering Committee (ASC) is to champion and provide oversight of the activities relating to Accessibility for Ontarians with Disabilities Act (AODA), its Regulations and Standards. The ASC will make recommendations to the Executive Leadership Team (ELT) that:

- Develops the College's philosophy and commitment to Accessibility
- Develops policy, processes and systems to ensure that Accessibility is included in the mission, vision, values and strategic priorities of the College
- Directs, develops and aligns a consistent and sustainable approach to meeting the requirements of the AODA for current and future standards and accessibility principles in general

The ASC recognizes that the AODA, its Standards and Regulations are rules that organizations are required to follow by law and is distinct and separate from an organization's legal obligations under the Human Rights Code. The mandate of the ASC is to focus on the identification, removal and prevention of barriers so that the College is accessible to all.

2. DEFINITIONS

Accessibility: Allows a person with a disability to access goods, services and facilities in an integrated manner with dignity, equal opportunity and independence.

Disability: Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other service animal or on a wheelchair or other remedial appliance or device; a condition of mental impairment or a developmental disability; a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language; a mental disorder; or an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.3.

Integrated Accessibility Standards Regulation (IASR): Regulation that details the 5 standards (Information and Communications Standards; Employment Standards; Transportation Standards; Design of Public Spaces Standards; and Customer Service Standards.

3. MEMBERSHIP AND TERMS OF OFFICE**3.1. Membership**

- President's Designate – Senior, Vice-President Academic
- Chief Human Resources Officer
- Chief Infrastructure Officer
- Senior Manager, Campus Planning and Capital Development
- Director, Centre for Academic Excellence
- Academic Dean
- Academic Chair
- Senior Manager, Counselling and Accessibility Services
- Regional Campus Representative
- AODA Coordinator (Chair)
- Senior Manager, Corporate Communications
- Recording Secretary

3.2. Term of Office

- The Term of Office for members is at the discretion of the Policy Sponsor, having due regard for continuity of the ASC's membership.
- Members of the ASC may invite appropriate individuals to attend a meeting as a resource person for a specific item to assist with or be present for that item.
- In addition, the Chair may invite a non-member to attend meeting in a resource capacity for those meeting where it would be particularly relevant and helpful to their role.

4. MEETINGS AND CONDUCT OF BUSINESS**4.1. Meetings**

- Meetings are held no less frequently than once per quarter or at the call of the Chair
- Any member may submit an agenda item with briefing note to the Chair
- The Chair arranges for secretarial support
- The Chair arranges for the agenda to be circulated in advance of each meeting
- Quorum is 50% of the members, including the Chair
- Recommendations are carried by consensus
- The secretary distributes an agenda and the minutes of previous meetings to all members approximately one week before the date of each scheduled meeting

COLLEGE COMMITTEES

4.2. Subcommittees

- The ASC shall establish an Advisory Committee comprised of students, employees and key stakeholders. Every effort will be made to ensure appropriate representation by persons with disabilities. This committee is responsible for providing input and consultation to the Accessibility Steering Committee on the identification and removal of barriers as they relate to goods, services and facilities.
- The ASC may create ad-hoc working groups to address and implement AODA standards and regulations and/or any other related project work such as: the creation of Accessibility resources, tools and practices to assist faculty and staff and to contribute to an accessible learning and working environment.

5. REFERENCES

Legislation

Accessibility for Ontarians with Disabilities Act, 2005 (Ontario)

Ontario Regulation 191/11, Integrated Accessibility Standards

College Policy

A101: Accommodation of Applicants and Students with Disabilities

P203: Accessibility for Persons with Disabilities

P204: Accommodation of Employees with Disabilities

6. ADDENDA

None

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