

**TERMS OF REFERENCE**

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ToRID & Cte Name: **TOR33: ACCESSIBILITY ADVISORY COMMITTEE**

Issued by: Chief Human Resources Officer

Effective: 2017-12-13

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**1. PURPOSE**

The purpose of this committee is to ensure that the College plans successfully for an increasingly accessible and inclusive future in accordance with the *Accessibility for Ontarians with Disabilities Act* (AODA).

As a voluntary committee, the Accessibility Advisory Committee (AAC), will provide consultation and recommendations to the Accessibility for Ontarians with Disabilities Steering Committee (ASC) for:

- the identification and removal of Barriers relating to the goods, services and facilities of the College;
- the preparation of the Annual Status Plan, which addresses the outcomes of activities as stated in the College's AODA Multi-Year Plan;
- other AODA related matters for consideration by the ASC.

**2. DEFINITIONS**

*Accessibility:* The ability of a person with a Disability to access goods, services and facilities in an integrated manner with dignity, equal opportunity and independence.

*Barrier:* Anything that prevents a person with a Disability from fully participating in all aspects of the College because of a Disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

*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 coordination, 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 requirements of the 5 standards (Information and Communications Standards; Employment Standards; Transportation Standards; Design of Public Spaces Standards; and Customer Service Standards).

## COLLEGE COMMITTEES

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### 3. MEMBERSHIP AND TERMS OF OFFICE

The AAC membership is flexible in number but shall have representatives from students, employees, community members and key stakeholders from across the College. The College makes every effort to ensure persons with disabilities are represented on the committee.

#### 3.1. Membership

- Student(s)
- Community Representative(s)
- Staff Representatives – Faculty, Support Staff, Administration
- Counsellor
- AAC Chair
- AODA Coordinator
- Recording Secretary

#### 3.2. Term of Office

The Term of Office for members is at the discretion of the Issuer of this Terms of Reference, having due regard for continuity of the AAC's membership.

#### 3.3. Guests

- Members of the AAC 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 a meeting in a resource capacity for those meetings where the presence of the non-member would be particularly relevant and helpful.

### 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 to the ASC are carried by consensus
- The secretary shall distribute an agenda and the minutes of previous meetings to all members approximately one week before the date of each scheduled meeting

## COLLEGE COMMITTEES

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### 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](#)

#### Other Resources

[Fanshawe College's Commitment to Accessibility](#)

### 6. ADDENDA

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