

## **Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Committee**

### **TERMS OF REFERENCE**

<b>Developed</b>	September 11, 2009
<b>Revised</b>	November 28, 2023
<b>Office of Accountability</b>	The Office of Human Rights & Harassment (OHH)
<b>Administrative Responsibility</b>	Manager, Human Rights, Harassment & Employment Equity

#### **Preamble**

The contents of this Terms of Reference were developed in response to the AODA (2005) requirement for Humber College to operationalize an AODA Committee. This Committee is established to:

- 1) work alongside the Humber community to comply with AODA (2005).
- 2) advise the OHH on accessible practices in order to enable individuals with disabilities integration and inclusion throughout the College.

#### **1. Name of Committee**

The Committee shall be known as Humber College Accessibility for Ontarians with Disabilities Act Committee (The AODA Committee).

#### **2. Mission Statement**

The AODA Committee shall work with the College and other organizations, as part of the promotion and facilitation of an integrated approach to effective barrier prevention and removal on Humber College's campuses and in the areas surrounding the College.

#### **3. Mandate**

The AODA Committee is an advisory committee reporting to the Manager, Human Rights, Harassment & Employment Equity and People(s) & Culture. The Committee works in collaboration with Humber College with respect to issues relating to

enabling compliance with AODA (2005) and promoting full accessibility and inclusion for the Humber Community.

The operation of the AODA Committee shall be in accordance with the procedures set out in this document.

#### **4. Definitions**

Humber is guided by the definitions established in the AODA (2005).

“barrier” means, anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”)

“disability” means,

- a. 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 animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d. a mental disorder, or
- e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

*Source: Accessibility for Ontarians with Disabilities Act, 2005*

#### **5. Purpose of the AODA (2005)**

Recognizing the history of discrimination against persons with disabilities in Ontario, the purpose of this Act is to benefit all Ontarians by,

- developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025; and

- providing for the involvement of persons with disabilities, of the Government of Ontario and of representatives of industries and of various sectors of the economy in the development of the accessibility standards.

*Source: Accessibility for Ontarians with Disabilities Act, 2005*

## **6. Committee Member's Duties and Responsibilities**

- a. Members will identify barriers that will be removed or modified for people with disabilities
- b. Members will identify regulations, policies, programs, practices, and services that cause, or may cause, barriers to persons with disabilities and recommend alternatives
- c. Members will provide input and feedback on the development of AODA (2005) policies and the multi-year accessibility plan to effectively address and meet the requirements identified in the AODA (2005) Standards. This may include the forming of working groups or any other format that will be deemed effective.
- d. Members will inquire into the status of members' assigned tasks during Committee Meetings
- e. Members are required to inform their departments, schools and Union about the information shared within the Committee Meetings and vice versa.
- f. If a member has been identified as required to follow up on an action item(s) then the member must be prepared to do so in the next scheduled meeting.
- g. Members are obligated to attend the scheduled meetings.
  - i. If a member is unable to attend a committee meeting, they are required to inform the OHH staff at least 24 hours prior to the scheduled meeting.
  - ii. Members who are unable to fully commit to the five meetings per annum are required to indicate their withdrawal to the OHH staff.
- h. Members must be available for continuous education on disability related access issues and any awareness training pertaining to disability issues.
  - i. Members must be prepared to occasionally sit on AODA working groups.
  - j. Members are expected to attend AODA College information forums to represent the Committee.

## **7. Composition**

In the spirit of the legislation, it is essential that persons with disabilities are represented on this Committee in an equitable manner. Therefore, this Committee

shall be cognizant in their recruitment of members in ensuring that efforts will be made to encourage persons with disabilities to join the Committee.

Members who sit on the Committee have a maximum three year term of working on the Committee.

In light of the ongoing commitment the College has in ensuring that accessibility issues are addressed annually, the Committee will accommodate Ex Officio\* membership.

\* Holding membership on the Committee due to the power or influence of one's office, and not by election or appointment.

## **8. Membership**

**It is the Committee's goal to have representation on the Committee from the following:**

1. Accessible Learning Services
2. Facilities Management
3. Faculty (minimum 3)
4. Health & Safety
5. IGNITE
6. Information Technology Services
7. Library
8. Marketing and Communications
9. Persons with Disabilities
10. Department of Public Safety
11. The Office of the Registrar
12. Students
13. Student Success and Engagement
14. University of Guelph-Humber
15. The Office of Human Rights & Harassment

## **9. Role of the OHH**

- Coordinate Humber's compliance with the AODA (2005) legislation
- Coordinate the AODA Committee
- Address AODA (2005) related accessibility concerns as brought forward by the Humber Community
- Provide Committee Members with an AODA Status Report during each meeting
- Submit AODA (2005) reports

## **10. Role of the Chair**

- Facilitate the meeting

- Mediate discussions and agenda items
- Invite individuals or departments to provide insight to the working groups as necessary

### **11. Role of the Vice-Chair**

To administer the role of the Chair in their absence

### **12. Selection of the Chair and Vice-Chair**

One of the Chair or Vice-Chair will be from OHH. The other position will be a volunteer from Committee membership.

### **13. Frequency of Meetings:**

Monthly- September to May

### **14. Agenda**

To be distributed by the OHH staff at least two weeks prior to scheduled meetings.

### **15. Minutes**

To be distributed by the OHH staff at least two weeks prior to the scheduled meeting to AODA Committee Members and a summary of the minutes uploaded after the meeting in which the minutes are approved.