

# Terms of Reference

Accessibility Steering Committee (AODA) - Loyalist College

## 1. Purpose and Mandate

The **Accessibility Steering Committee** at Loyalist College is responsible for providing guidance and recommendations on the identification, prevention, and removal of accessibility barriers for students, employees and visitors. The committee works to ensure compliance with the **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)** and aligns with Loyalist College's broader commitment to equity, diversity, and inclusion.

### 1.1 Background

The **AODA** is a law enacted by the Ontario government in 2005 to improve accessibility for people with disabilities. Its goal is to create a fully accessible Ontario by 2025 by setting out mandatory accessibility standards in key areas such as customer service, employment, information and communications, transportation, and the built environment. The AODA requires organizations, including post-secondary institutions, to identify, remove, and prevent barriers to accessibility and to regularly report on their compliance.

### 1.2 Committee's key responsibilities

#### A. **Multi-Year Accessibility Plan (MYAP) Development:**

- Establishing goals, priorities, and implementation strategies for meeting AODA requirements and Accessibility Standards.
- Collaborating with relevant stakeholders to ensure the MYAP aligns with the College's broader strategic initiatives.

#### B. **Policy and Institutional Recommendations:**

- Advising the College's leadership on policy enhancements, initiatives, and institutional changes that advance accessibility.
- Recommending working group members to support implementation efforts.

**C. Monitoring AODA Compliance and Progress:**

- Tracking the College’s progress in achieving accessibility standards and ensuring compliance with AODA requirements.
- Reviewing reports and updates from working groups and relevant departments.

**D. Reporting and Accountability:**

- Preparing an annual report documenting the College’s progress toward accessibility, serving as a foundation for future planning.
- Overseeing the submission of biennial accessibility reports to the Ontario government. (Upcoming submission due date is Dec. 31, 2025)

**E. Stakeholder Engagement and Consultation:**

- Gathering input from students, employees, and community members to ensure diverse perspectives are reflected in accessibility planning.
- Encouraging open dialogue on accessibility concerns and working towards practical solutions.

**F. Advocacy and Awareness:**

- Serving as a champion for accessibility and fostering an inclusive campus culture.
- Providing guidance and acting as a resource on accessibility-related matters across the College.

**G. Collaboration with Other Committees and Initiatives:**

- Working alongside other College committees, such as those focused on Equity, Diversity, and Inclusion (EDI), student wellness, and campus sustainability, to integrate accessibility considerations into broader institutional efforts.

## 2. Reporting and Accountability

- The committee reports to the **Vice-President, Human Resources** and the **Vice President, Students**, the Executive Sponsors.

- An **annual accessibility report** will be prepared, outlining progress on goals, challenges, and recommendations. This report will be submitted to the executive sponsors by **April 30** of each year.
- Key updates will be shared on the Accessibility and AODA webpage, and meeting minutes will be posted on the Human Resources Portal under the [Equity, Diversity & Inclusion](#) section to ensure transparency.

### 3. Membership Composition

The **Accessibility Steering Committee** will be composed of volunteers from various departments/service areas from around the college. Maximum ideal setup of the committee shall be **comprised of ten (10) members** with personal and/or professional representation as follows:

- **Co-Chairs:** Two (2) Co-Chairs will be appointed by senior leadership; one representative from an area related to *Learning Accessibility* (Student Services) and one from an area related to *Employment/Workplace Accessibility* (Human Resources).
- **Faculty Representatives:** One (1) faculty member.
- **Staff Representatives:** Two (2) staff members. Ideally with representation from the Port Hope location, and representation of lived experience with disability.
- **Student Representatives:** Two (2) students. Ideally with representation from the Port Hope location, and representation of lived experience with disability.
- **Ex-Officio Members:** Representation from areas such as MarCom, Residence, and Facilities.
- **Administrative Support:** a committee secretary, appointed by the Executive Sponsors, will 1) assist the Executive Sponsors with the Election process, and 2) support the Co-Chairs in organizing meeting, taking minutes, and preparing any necessary communications to share information with stakeholders.

## 4. Election Process

### A. **Call for Volunteers:**

- The committee secretary will issue a call for volunteers annually or as needed to fill vacant positions.
- The annual call for volunteers will be launched on March 15 (or the Monday immediately following this date, should it fall on a weekend), and will be open for a period of two (2) weeks.
- Employees and students will be invited to submit their interest in volunteering (via form submission) for the committee to [edi@loyalistcollege.com](mailto:edi@loyalistcollege.com) and CC their manager.
- If volunteer submissions are low and/or do not represent a wide variety of areas within the college, as described in *Section 3 - Member Composition* of this Terms of Reference, then the Executive Sponsors reserve the right to request department leaders to recommend individuals from their team to maintain fair representation of as many college groups as possible.

### B. **Volunteer Self-nomination and Selection:**

- Volunteer self-nominations must be submitted in writing, including a brief statement of interest and any relevant experience.
- Student members will be selected through consultation with student leadership.
- Employee representatives may be appointed by their respective departments or through a selection process overseen by the Executive Sponsors.

### C. **Co-Chair Selection:**

- Co-Chairs will be appointed by the CET (College Executive Team) for the inaugural Committee. After the first Co-Chairs have served their terms, the proceeding delegates will be selected through a vote among committee members.

### D. **Vacancies:**

- If a member resigns or is unable to fulfill their term, a replacement will be selected through the same nomination and election process.

## 5. Term of Office

- A Committee Term will run from **September 1 until April 30** (8 months).
- Co-Chairs will serve **two (2) committee terms**, with staggered elections to ensure continuity.
- Employee committee members will serve **two (2) committee terms**, with the possibility of renewal.
- Student committee members will serve **one (1) committee term**, with possibility of renewal provided they remain enrolled in studies at Loyalist College for the duration of the subsequent term.
- A committee member may serve a **maximum of two (2) consecutive committee terms**.

## 6. Co-Chair Responsibilities

The Co-Chairs of the Accessibility Committee are responsible for:

- Setting meeting agendas and facilitating discussions.
- Ensuring meetings are inclusive, structured, and productive.
- Guiding the committee's strategic direction and ensuring alignment with Loyalist College's Multi-Year Accessibility Plan and AODA regulations.
- Representing the committee in communications with senior leadership and external stakeholders.
- Ensuring that reports, recommendations, and accessibility initiatives are effectively documented and implemented.
- Supporting the development of subcommittees as needed for specific accessibility projects.

## 7. Member Responsibilities

Committee members are expected to:

- Actively participate in meetings and contribute to discussions.
- Provide insights and recommendations based on their expertise, lived experience, or departmental role.
- Assist in identifying accessibility barriers and propose actionable solutions.
- Engage with and gather feedback from their respective constituencies (e.g., students, faculty, staff).
- Support the planning and implementation of accessibility-related initiatives, events, or training.
- Maintain confidentiality regarding sensitive discussions and uphold principles of respect and inclusivity.

## 8. Meeting Frequency and Quorum

- The committee will meet **at least two times** per Committee Term (i.e. once in the Fall semester; once in the Winter semester), with the flexibility to meet more frequently as needed to set goals and reach decisions. A Committee Term is defined as described in *Section 5 – Term of Office* within this document.
- Subcommittees may be established for specific projects, such as accessibility audits or training initiatives. These groups may meet as often as necessary to accomplish their set goals.
- A quorum will consist of **50% + 1 of the total members**, including *at least one co-chair*.

## 9. Review and Amendments to the Terms of Reference

- The Terms of Reference will be reviewed **biennially** to ensure continued alignment with AODA regulations and the college's accessibility goals.
- Changes may be proposed by committee members and must be approved by the co-chairs and the executive sponsors.