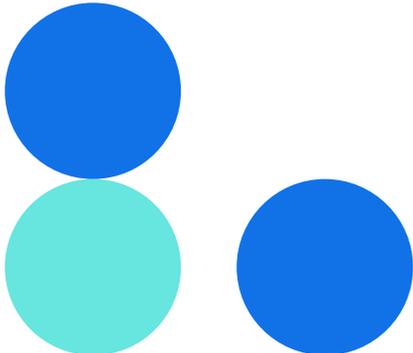


LOYALIST COLLEGE



TERMS OF REFERENCE

Accessibility Steering Committee (AODA)



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 report regularly on these activities.

1.2 Committee's key responsibilities

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

- Establish goals, priorities and implementation strategies for meeting AODA requirements and [Integrated Accessibility Standards](#) (O. Reg. 191/11 as amended).
- Collaborate with relevant college communities and partners to ensure the MYAP aligns with the college's broader strategic initiatives.

B. **Policy and institutional recommendations:**

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

C. **Monitoring AODA compliance and progress:**

- Track the college's progress in achieving accessibility standards and ensure compliance with AODA requirements.

- Review reports and updates from working groups and relevant departments.

D. Reporting and accountability:

- Prepare an annual report documenting the College's progress toward accessibility, serving as a foundation for future planning.
- Oversee the submission of biennial accessibility reports to the Ontario government. (Next submission due date is Dec. 31, 2027)

E. Community engagement and consultation:

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

F. Advocacy and awareness:

- Serve as a champion for accessibility and fostering an inclusive campus culture.
- Provide guidance and act as a resource on accessibility-related matters across the college.

G. Collaboration with other committees and initiatives:

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

2. Reporting and accountability

- The committee reports to the **Vice-President, Human Resources, Equity, Diversity and Inclusion**, the executive sponsor.
- An **annual accessibility report** will be prepared, outlining progress on goals, challenges and recommendations. This report will be submitted to the executive sponsor 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 and Inclusion](#) section to ensure transparency.

3. Membership composition

The **Accessibility Steering Committee** will be composed of volunteers from various departments/service areas at the college. The ideal composition of the committee is a maximum of **ten (10) members** with personal and/or professional experience related to accessibility, including individuals with lived experience of disability, as follows:

- **Co-Chairs:** Two (2) Co-Chairs
- **Academic representatives:** Two (2) academic members.
- **Employee representatives:** Two (2) members. Ideally, with representation from Support and Administrative employee groups.
- **Student representatives:** Two (2) students.
- **Administrative support:** A committee secretary, appointed by the executive sponsor, will:
 1. Assist the executive sponsor with the election process
 2. Support the co-chairs in organizing meetings, taking minutes and preparing any necessary communications to share information with college community members and partners.

This individual will not be a voting member of the committee.

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 an online form submission.

- Employees are encouraged to discuss their interest with their manager to confirm they have the capacity to take on committee responsibilities.
- Students are encouraged to consider their academic workload and, when necessary, consult their academic coordinator to ensure they can fully commit to committee work.
- 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 sponsor reserves 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 representatives will be selected through consultation with student leadership. Students must remain in good academic standing, as described within the [ACAD 202 policy, Section 6.1](#), for all semesters in which they serve on the committee.
- Employee representatives may be appointed by their respective departments or through a selection process overseen by the executive sponsor.

C. Co-chair selection:

- Co-chairs will be selected through the following process when the preceding co-chairs have completed their terms:
 - **Self-nomination:** Members interested in serving as co-chair must submit their nomination in writing to the committee secretary. The call for self-nomination will be launched 4 weeks prior to the last day of the current co-chairs' term.
 - **Eligibility:** Only current and active committee members are eligible to nominate themselves and stand for election.
 - **Voting:** Each committee member in good standing may cast one vote per co-chair position. Voting will be conducted via confidential ballot during a scheduled committee meeting or through a secure electronic platform, as determined by the co-chairs.

- **Majority requirement:** A candidate must receive a majority of votes cast to be elected. If no candidate achieves a majority, a runoff vote will be held between the two candidates with the highest number of votes.

D. **Tie-breaking:**

- In the event of a tie after the runoff vote, the current co-chairs (or, if vacant, a CET representative) will cast the deciding vote.

E. **Vacancies:**

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

5. Term of office

- A committee term will run from **September 1 until April 30** (8 months).
 - Sub-committee work can continue between May 1 – August 31 as needed.
 - Co-chairs may meet for planning purposes at any time.
- Co-chairs will serve **two (2) committee terms**, with staggered elections to ensure continuity.
- Employee (Administrative, Support and Academic) 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 and in good academic standing ([ACAD 202](#)) 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 Steering Committee are responsible for:

- Set meeting agendas and facilitate discussions.
- Ensure meetings are inclusive, structured and productive.

- Guide the committee’s strategic direction and ensure alignment with the college’s MYAP and AODA regulations.
- Represent the committee in communications with senior leadership and external partners.
- Ensure that reports, recommendations and accessibility initiatives are effectively documented and implemented.
- Support the development of subcommittees as needed for specific accessibility projects.

7. Member responsibilities

A. Committee members are expected to:

- Maintain regular attendance, 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 proposing 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 and/or training.
- Maintain confidentiality regarding sensitive discussions and uphold principles of respect and inclusivity.

B. If a member misses three (3) or more consecutive meetings and/or does not actively engage in committee work, the following process may occur:

- **Initial outreach:** The co-chairs will contact the member to confirm continued interest and discuss barriers to participation.
- **Follow-up:** If the member continues to miss meetings or does not participate meaningfully, the co-chairs will issue a formal reminder regarding expectations and potential consequences.

- **Removal:** Should the lack of participation persist despite outreach and follow-up, the co-chairs reserve the right to remove the member from the committee and appoint a replacement to ensure the committee's effective functioning.

8. Meeting frequency and quorum

- The committee will meet **at least four (4) times** per Committee Term (i.e. twice in the Fall semester; twice in the Winter semester), with the flexibility to meet more frequently as needed to set goals, action initiatives 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 for conducting a meeting will consist of **50% of the total committee membership**, including at least one co-chair.*
- At any meeting with quorum, motions may be introduced by members and will be presented if they are seconded. A motion will pass when **50% + one (1) of the members present, including at least one co-chair, vote in favour.**

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 sponsor.