



Classification	LCG 1103.02
Parent Policy	Ontario Tech Accessibility Policy
Framework Category	Legal, Compliance and Governance
Approving Authority	Senior Leadership Team
Policy Owner	General Counsel
Approval Date	November 18, 2019
Review Date	November 18, 2022
Last Updated	Minor amendment s. 1, April 13, 2017
Supersedes	Accessibility Working Group, September 2010

---

## ACCESSIBILITY WORKING GROUP TERMS OF REFERENCE

---

### 1. MANDATE

The Ontario Tech University Accessibility Working Group provides oversight and coordination of activities to accessibility at the University and commits to the achievement of goals established annually through the Multi-Year Accessibility Plan and the fulfillment of requirements under the *Accessibility for Ontarians with Disabilities Act* (AODA), 2005.

### 2. BACKGROUND

The Accessibility Working Group was established at Ontario Tech University in September 2010 with the intent of creating a campus that is inclusive and barrier-free to all individuals with disabilities. In response to the *Ontarians with Disabilities Act*, and eventually the *Accessibility for Ontarians with Disabilities Act*, which mandated accessibility planning province-wide, the Accessibility Working Group published its first Multi-Year Accessibility Plan. The objective of this foundational plan was to establish the University's commitment towards developing and maintaining a study and work environment that is inclusive and facilitates the full participation of all students and employees with disabilities in all aspects of the University.

### 3. MEMBERSHIP

- Shay Babb, Copyright and Compliance Officer, USGC (Co-Chair)
  - Tina Murray, Manager, Students Accessibility Services (SAS) Office (Co-Chair)
  - Chris Woods, Manager, Web and Digital Media Services, Communications and Marketing
  - Julie Day, Human Resources Partner, Human Resources
  - Krista Hester, Assistant to the Provost, Academic
  - Ken Bright, Director, Campus Infrastructure and Sustainability
  - Mhairi McLachlan, Manager, Information and Client Services, Office of the Registrar
  - Susan Forbes, Manager, Teaching & Learning Centre
  - Owen Davis, President, Ontario Tech Student Union (OTSU)
  - Emily Tufts, Associate University Librarian, Scholarly Resources, University Library
- I. Members of the Accessibility Working Group volunteer to represent their respective department or are appointed by the Co-Chairs.
  - II. As a courtesy, an invitation to attend the Accessibility Working Group meetings will be extended to a member of the City of Oshawa (Lynda Lawson, Accessibility Project Coordinator) to serve as an Advisor to the Committee.

### 4. PURPOSE

Under the Ontario Tech Accessibility Policy, the Accessibility Working Group is responsible for developing and implementing plans at the University toward the achievement of the broad accessibility goals as defined by the *Accessibility for Ontarians with Disability Act* (AODA). This includes but is not limited to:

---

- Developing strategic and operational priorities for responding to the AODA Accessibility Standards at Ontario Tech University.
- Developing plans and reports related to the implementation of AODA Accessibility Standards and facilitating their implementation in key areas of the University.
- Recommending changes to policies and associated procedures to ensure ongoing adherence to the AODA Accessibility Standards.
- Identifying and facilitating the development of resources and support to advance Ontario Tech's accessibility goals.
- Monitoring the progress of AODA Accessibility Standards implementation across the University.
- Overseeing the preparation and filing of the accessibility reports to the Ministry regarding Ontario Tech University's compliance with AODA as required.

## **5. DURATION OF SERVICE**

- I. Co-Chairs appointments will be reviewed with their respective supervisors on an annual basis and new Co-Chairs will be appointed at minimum, every 4 years.
- II. The membership will be updated annually by the Co-Chairs to support the goals of the Working Group.

## **6. CO-CHAIR RESPONSIBILITIES**

- I. Prior to meetings:
  - Manage and prepare meeting agendas in conjunction with the secretary;
  - Identify and coordinate guest speakers (if applicable);
  - Discuss controversial and complex agenda items with secretary to clarify for members.
- II. Meeting Responsibilities
  - Introduce guests or new members to begin the meeting;
  - Ensure the meeting is conducted in accordance with the agenda;
  - Ensure that each item of business is appropriately concluded before proceeding to the next agenda item;
  - Maintain precise phraseology for each motion presented, if and when necessary;
  - Ensure that discussion remains on topic;
  - Summarize complicated discussions or debates.
- III. Post-meeting Responsibilities:
  - Review the secretary's first draft of meeting Minutes before circulation of the final draft to members;
  - Advocate for accessibility awareness within the university community.

## **7. RESPONSIBILITIES OF MEMBERS**

- I. Understanding the role of the Accessibility Working Group, the accessibility planning process and the current accessibility objectives;
- II. Active participation in meetings through attendance, discussion, review of minutes and other documents. Should the member not be available to attend a meeting, it is their responsibility to inform the Co-Chairs and ensure a designate attends on their behalf.  

Note: If a member is absent without justification for two or more meetings during their one year term, the Co-Chairs have the right to ask the member to withdraw from the Accessibility Working Group and another representative from the existing member's department will be asked to join for the remainder of the term.
- III. Participation in the development of accessibility objectives;
- IV. Sharing, decisions, ideas, and insights regarding accessibility issues with their respective departments;
- V. Providing two-way communication regarding accessibility initiatives and objectives between their departments and the Accessibility Working Group;
- VI. Acting on opportunities to advocate for accessibility awareness within their departments and throughout the campus;
- VII. Following up with proposed accessibility projects within their respective departments throughout the planning year and reporting on the progress made toward these projects;
- VIII. Assist in the development of the annual updates for and review of the Multi-Year Plan, as well as reporting on accessibility related matters quarterly for Board Compliance Report document by providing department specific information with respect to advancements in accessibility and accommodation.

## **8. MEETINGS**

- I. The Accessibility Working Group meets 4 times a year, subject to change due to compliance initiatives, reporting deadlines or at the discretion of the Co-Chairs.
- II. Minutes are taken and made available to all members.

## **9. DECISION MAKING**

- I. Decisions are made in accordance with the Accessibility Working Group's mandate. The Co-chairs will provide updates and seek the recommendation and approval of the Senior Leadership Team and the Board of Governors, respectively.
- II. Recommendations are forwarded to the Senior Leadership Team regarding the Multi-Year Accessibility Plan and proposed yearly objectives.

## **10. REPORTING**

- I. The work of the Accessibility Working Group culminates annually in a status update of the Multi-Year Accessibility Plan wherein accessibility achievements of the previous year are highlighted, progress on barrier-removal initiatives is reported on, and planning objectives for the upcoming year are established.
- II. Upon the recommendation of the Senior Leadership Team, the Multi-Year Accessibility Plan will be brought forward to the Board of Governors for approval.

- III. As per the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, the Multi-Year Accessibility Plan is updated on the University's website.
- IV. Once posted, the Multi-Year Accessibility Plan serves to steer the work of the Accessibility Working Group for the ensuing planning year.