

Table 1: Policy Governance Information Table

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	January 12, 2025
Last Updated	January 12, 2022
Supersedes	Accessibility Working Group, September 2018

ACCESSIBILITY WORKING GROUP TERMS OF REFERENCE

1. TERMS OF REFERENCE

Ontario Tech University is committed to creating an inclusive campus community that integrates people of all abilities through the proactive identification, removal and prevention of barriers to persons with disabilities and compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)*.

The Ontario Tech University Accessibility Working Group (“AWG”) is a cross-functional working group that provides a forum for collaborative discussion, advising on and coordinating activities related to AODA compliance, and oversight of the implementation of AODA activities.

Specifically, the AWG will have the following responsibilities:

- Understand the role of the AWG, the accessibility planning process and the accessibility objectives of the institution;
- Disseminate information and updates regarding accessibility-related initiatives to their respective areas;
- Provide input, feedback, advice and recommendations to the community on accessibility-related topics and initiatives;
- Champion the implementation of the AODA and the *Integrated Accessibility Standards Regulation* within their respective unit/department;
- Review and recommend changes to policies, procedures and processes to meet the requirements under the AODA;
- Collaborate and support the development of the Multi-Year Accessibility Plan by identifying priority areas and prioritizing identified initiatives in functional areas (when applicable);
- Assist in the development of the annual status reports and review of the Multi-Year Plan;
- Provide relevant information on a quarterly basis on accessibility-related matters for Board Reporting by providing department specific information with respect to advancements in accessibility and accommodation at the institution;

- Identify and facilitate the development of training, resources and support to advance the university's accessibility goals;
- Consult with persons with disabilities as required under the AODA;
- Develop strategic and operational priorities for responding to the AODA at the university;
- Support the identification of and achievement of published accessibility commitments established through the Multi-Year Accessibility Plan;
- Participate in subcommittees to provide strategic advice and functional feedback for proposed initiatives;
- Recommend changes to management on policies, plans and associated procedures to ensure the ongoing adherence to the AODA, the IASR and strengthening the strategic priority of a sticky campus; and
- Recommend changes to the composition of the AWG through the nominations consultation process.

2. MEMBERSHIP

The AWG will be composed of:

Ex-Officio Members

- Compliance Risk & Ethics, Manager, or delegate
- Director, Human Rights Office, Office of the University Secretary and General Counsel, or delegate
- Manager, Student Accessibility Services, Office of Student Life, or delegate
- Health and Disability Management Specialist, Human Resources, or delegate
- Manager, Teaching & Learning Centre, Office of Learning Innovation, or delegate

On a bi-annual basis, a Chair will be chosen from the ex-officio membership, by the ex-officio members.

Each academic year, a Vice Chair will be chosen from the ex-officio members by the Chair.

Appointed Members

- Manager, Digital and User Experience, Communications and Marketing, or delegate
- Social Media Coordinator, Communications & Marketing, or delegate
- Director, Office of Campus Infrastructure and Sustainability, or delegate
- Manager, Information and Client Services, Office of the Registrar, or delegate
- One (1) representative from Teaching & Learning Centre, Office of Learning Innovation
- Assistive Technology Specialist, Student Accessibility Services, Office of Student Life
- President, Ontario Tech Student Union (OTSU), or delegate
- Associate University Librarian, Scholarly Resources, Campus Library, or delegate
- Director, Equity, Diversity & Inclusion, Office of the Provost, or delegate
- Director, Academic Advising, Office of the Deputy Provost or delegate
- One (1) representative from Information Technology Services
- One (1) representative from the Office of Research Services
- Director, Ontario Tech Athletics or delegate

- One (1) representative from either the i) Teaching Staff or ii) Subject Matter Experts with direct knowledge and interest in accessibility. Interested individuals must submit an Expression of Interest (100-200 words), and a current curriculum vitae to the Provost. The representative will be selected by the Provost (or their delegate) on a bi-annual basis.

A secretary will be appointed by the members of the AWG at the beginning of each meeting.

5. MEETINGS

The AWG will meet four (4) times per year, subject to change due to compliance initiatives, accessibility reporting deadlines or at the discretion of the Chair.

6. NOMINATION

Administrative representatives are appointed by the Vice-President or delegate for each organizational area. Each representative is expected to be a person within each area who has either direct knowledge or responsibility for the administration and application of accessibility for their respective unit.

7. QUORUM

Quorum requires that a majority of the Committee members entitled to vote be present.