

Terms of Reference

Brock University Accessibility Advisory Committee

Preamble

It should be noted that the contents of this Terms of Reference may be modified due to the release of Provincial Regulations of the Ontarians with Disabilities Act, 2001 (ODA 2001) and the Accessibility for Ontarians with Disabilities Act (AODA 2005).

(1) Name of Committee

The committee shall be known as the Brock University Accessibility Advisory Committee (the "BUAAC").

(2) Definitions

Within this Terms of Reference:

"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 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 coordination, 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; ("handicap")

(3) Purpose of the ODA 2001

The purpose of the ODA, 2001 is to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province (ODA 2001).

Universities and their affiliated and federated colleges receiving grants from the government of Ontario will each year prepare an accessibility plan and consult with people with disabilities and others in preparing the plan.

(4) Purpose of the AODA 2005

(a) The purpose of the AODA, 2005 is to develop, implement and enforce 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

(b) provide for the involvement of persons with disabilities, of the Government of Ontario and representatives of industries and various sectors of the economy in the development of the accessibility standards (AODA 2005).

(5) Mission Statement of the Brock University Accessibility Advisory Committee

The Brock University Accessibility Advisory Committee shall:

Fulfill the purpose of the ODA 2001 for Brock University by providing vision and direction towards the removal of barriers.

Work in collaboration with university and other organizations, as part of the promotion and facilitation of a seamless approach to effective barrier removal across Niagara.

(6) Mandate

6.1 The BUAAC is the advisory committee to the university (through the Office of the Vice-Provost and AVP of Student Services) with respect to issues relating to the fulfillment of the purpose of the ODA 2001.

6.2 The operation of the BUAAC shall be in accordance with the procedures set out in this document.

(7) ODA Responsibilities

In fulfilling the purpose of the ODA 2001 the BUAAC shall have the following required duties:

7.1 Advise the university annually, regarding the preparation, implementation and effectiveness of the Brock University Accessibility Plan (to include the identification, prevention and removal of information and communication barriers, attitudinal barriers, physical and architectural barriers, technological barriers, a policy or practice).

7.2 Identification and prevention of barriers at Brock University – the BUAAC will review relevant changes to the campus; for example, including plans for new buildings, renovations to existing buildings, or changes to the campus grounds as outlined in Procedures 7.2 (Appendix 1)

7.3 Removal of barriers at Brock University – on an annual basis, utilizing such tools as the Brock University Accessibility Audit Final Report (April 2006) as a guide, the BUAAC will provide guidance for the prioritization of project for implementation within the amount of funding made available for this purpose by the university.

(8) AODA Responsibilities

In fulfilling the purpose of the AODA 2005 the BUAAC shall have the following required duties:

8.1 Advise the university regarding the development and implementation by university staff of the prescribed policies, practices and procedures under the AODA 2005 Accessibility Standards covering the areas of:

- Accessible Customer Service (Ontario Regulation 429/07 – Jan 1, 2010)
- Accessible Information and Communication
- Accessible Employment
- Accessible Transportation
- Accessible Built Environment

This may include reviewing Accessibility Standards and related materials and providing input into draft prescribed policies, practices and procedures developed to meet the intent of each of the above Standards.

(9) Committee Size and Composition

9.1 Membership:

The BUACC will be comprised of *11-15 voting members with at least one representative from each of the following areas:*

- Students
- Faculty
- Staff
- Student Development Centre – Services for Students with disABILITIES
- Office of Human Rights and Equity
- Alumni
- Community-at-Large (representatives from appropriate Niagara region non-profit, governmental or disability/accessibility organizations)

To meet the purpose of the ODA 2001 a majority of the members should be persons with disabilities.

9.2 Staff Advisors to the Committee

Staff advisors acting in a *resource and non-voting capacity* to the committee are the:

- University Accessibility (AODA) Coordinator (Office of the Vice-Provost and Associate Vice-President, Student Services)
- Director - Campus Planning, Design and Construction (Facilities Management Department), or designated alternate.

Other university staff may be invited for specific issues.

The BUAAC may call upon the resources of other university committees as needed.

9.3 Length of Term of Membership

The length of term of appointments for voting members of the BUAAC, after the initial term, shall be 3 years to a maximum of 6 continuous years. The terms of the initial committee will be staggered, i.e. 1, 2, and 3 years, to avoid expiry of terms for all members at the same time, and the maximum for initial appointees shall not exceed 6 continuous years.

Exceptions to length of term appointments would include Staff Advisors to the Committee.

9.4 Filling of Membership, Recruitment and Selection of Members

The voting membership of the BUAAC is to be reviewed regularly to ensure committee composition of 11-15 members from designated membership areas.

At the time a vacancy occurs the following will take place:

- The Co-Chairs will advise the University Accessibility (AODA) Coordinator of the vacancy(ies).
- The University Accessibility (AODA) Coordinator will contact the designated membership areas to request a replacement and/or advertise notice of opening(s).
- Applications for membership (available through the Office of the University Accessibility (AODA) Coordinator) will be collected by the University Accessibility (AODA) Coordinator and submitted to the University Accessibility (AODA) Steering Committee.
- The University Accessibility (AODA) Steering Committee will review the applications for membership and forward their recommendation to the Co-Chairs.
- If there are more applications for membership than vacancies the Co-Chairs will seek advice from the BUAAC.

(10) Committee Procedures and Operations

10.1 Meeting Co-Chairs

- The committee will elect Co-Chairs from committee voting members who will serve for a period of one year in that position.
- The election of Co-Chairs will occur at the first meeting of the new academic year to preside over committee meetings and business.

10.2 Minutes and Agendas:

- Administrative support to BUAAC will be provided by the Special Projects Assistant, Office of the Vice-Provost and Associate Vice-President, Student Services.
- Agendas for each meeting will be assembled by the Co-Chairs in collaboration with the University Accessibility (AODA) Coordinator and with input from BUAAC voting members.
- Agendas will be distributed by the Co-Chairs one week before the BUAAC meeting date.

10.3 Meetings

The University Accessibility (AODA) Coordinator (Office of the Vice-Provost and Associate Vice-President, Student Services) will determine a schedule of dates,

times and locations of meetings, but the BUAAC will meet no less than (4) times per academic year.

10.4 Quorum

A Quorum shall consist of a majority of the voting members appointed to the committee.

10.5 Voting

BUAAC members will work toward a consensus model for decision making, if this is not possible a simple majority vote will be held.

10.6 Absences

If a voting member of BUAAC is absent for 3 consecutive meetings without notice or justifiable reason, their membership will be reviewed by the Accessibility Coordinator.

10.7 Remuneration

BUAAC members shall serve without remuneration. Expenses related to the accommodation of persons with disabilities in order to participate in BUAAC meetings shall be compensated as outlined within Procedures 10.7. (Appendix 2)

10.8 Temporary Ad Hoc Groups:

The Committee may establish separate temporary Ad Hoc groups as is deemed necessary to research and make necessary inquiries and recommendations to the BUAAC with respect to issues assigned to such groups by the BUACC.

Appendix 1

Procedures 7.2

1. Construction/renovation project review procedures:
 - a. *Minor projects (projects with a total value of less than \$1,000,000).*
The Facilities Management Project Manager will informally review any projects with a mandate to meet accessibility requirements (as determined by the Brock University FADS (Facility Accessibility Design Standards) with the University Accessibility (AODA) Coordinator. The University Accessibility (AODA) Coordinator may determine a minor project to be significant enough to warrant formal presentation to the Committee as outlined for major projects (below).
 - b. *Major projects (projects with a total value of more than \$1,000,000).*
The Facilities Management Project Manager will arrange for the project architect to make a presentation to the Committee describing the project with a particular emphasis on accessibility issues at the following stages of the project:
 - i. At the end of the schematic design or feasibility study
 - ii. At the end of the design development stage
 - c. While the architect is responsible for ensuring that the project is designed to the FADS standards, the Committee is to formally review (providing comments where appropriate) and endorse the accessibility component of major projects.

Appendix 2

Procedures 10.7

Accommodation Policy for BUAAC Members with Disabilities

Background

As per the BUAAC Terms of Reference (10.7) - BUAAC committee members shall serve without remuneration. Expenses related to the *accommodation* of persons with disabilities in order to participate in BUAAC meetings shall be compensated.

Accommodation means providing the necessary supports for a person with a disability to fully participate, which is sensitive to their individual circumstances. Additionally accommodation means it is the responsibility of those providing service to accommodate the needs of persons with disabilities so as to ensure they are treated equally. Treating people equally does not always mean treating people “the same”. In some instances, “equal treatment” for persons with disabilities may require *different* treatment – e.g. provision of meeting materials in advance or in an alternate format to remove an information or communication barrier, or providing attendant care to enable the physical presence of someone at a meeting or providing bus tickets or mileage reimbursement to remove a financial barrier due to a disability to meeting attendance/participation. These are all examples of accommodating persons with disabilities in order to remove barriers to their participation.

A key element to be considered in accommodation is that the needs of persons with disabilities must be accommodated, whenever possible, in such a way that the privacy, comfort, autonomy and dignity of the person are respected.

(Adapted from the Ontario Human Rights Code)

Policy Statement of Accommodation for Members of BUAAC with Disabilities

Members of BUAAC will serve without remuneration. Members who are persons with disabilities will be accommodated with the resources that are deemed reasonable and necessary for them to fully participate in committee meetings (e.g. American Sign Language (ASL) interpretation services, provision of materials in alternate formats, transportation, provision of attendant services, etc).

Process for Requesting Accommodation under the Accommodation Policy

BUAAC members with disabilities requesting accommodation and provision of support to participate may disclose to the University Accessibility (AODA) Coordinator (Office of the Vice-Provost and AVP, Student Services) of the need to be accommodated in order to fully participate in the Committee.

In order to remove transportation barriers to committee participation, BUAAC members with a disability requesting this particular accommodation will be asked to complete a form, which will be provided by the University Accessibility (AODA) Coordinator, and submitted bi-annually for approval and reimbursement at the pre approved rate. Members may submit by October 25th of each year for the May to October period and by April 25th for the November to April period.

For all other accommodations (provision of ASL, Braille, etc) BUAAC members are encouraged to approach the University Accessibility (AODA) Coordinator to identify their accommodation needs.