

## AODA College Wide Advisory Committee

### Terms of Reference

Ontarians with Disabilities Act, 2001 (ODA)  
Accessibility for Ontarians with Disabilities Act, 2005 (AODA)  
Accessibility Plan Seneca College

Seneca's AODA College Wide Advisory Committee reports to the Executive Director, Human Resources.

### 1 **Mandate**

The mandate and work of the Seneca's AODA College Wide Advisory Committee includes but is not limited to:

- i. Provide leadership and resources to the AODA Advisory Committee on the AODA in the elimination of barriers in the service, work and learning environment for students, employees, volunteers, faculty, visitors and all stakeholders by:
  - Providing advice on AODA Compliance requirements across the College
  - Decision-Making and Planning with respect to Accessible Capital Projects
  - Representation on planning committees for future college buildings, renovations and expansions
  - Centralized voice to review and prioritize AODA capital requests across the College.
  - Participate in the development and implementation of educational training initiatives (passive and active learning & awareness campaigns).
- ii. Identifying concerns based on feedback, respond appropriately and based on gaps recommend systemic changes as required.
- iii. Developing the multi-year and annual accessibility plan in accordance with the Customer Service, IASR (Employment, Information, Communication and Transportation Standard) and the Built Environment Design of Public Spaces Standard.
- iv. Ensuring that the accessible plans conform to the principles of the AODA and OHRC and are available to the public in accessible format on request.

- v. Championing and integrating accessibility and universal design principles while promoting, planning and implementing AODA/ODA deliverables to strengthen a culture of inclusion within Seneca.
- 2 The function of the AODA College Wide Advisory Committee is to:
- i. Ensure that Seneca maintains and complies with the requirements AODA, 2005 and ODA, 2001.
  - ii. Provide recommendations relating to the legislative compliance requirements and provisions of the AODA to the Senior Executive Committee.
  - iii. Identify the roles and responsibilities relating to Seneca programs, departments and service areas as it relates to the facility, delivery of accessible goods and services to students, employees, volunteers, faculty, visitors and all stakeholders.
  - iv. Assist Seneca in promoting an accessible, respectful and welcoming learning and work environment.
  - v. Jointly develop and plan all material related to the implementation of the AODA College Wide Advisory including but not limited to the Customer Service, Employment, Built Environment, Information and Communication and Transportation Standards. Collaborative partners include:
    - Human Resources
    - Facilities
    - College Services
    - Academic Programs
    - Student Services
  - vi. Ensure that all material developed by the AODA College Wide Advisory Committee is available in accessible/alternative format.
  - vii. Add reviewing all AODA capital requests for funding and approving prior to it being submitted

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### Responsibilities of the Members

- Review distributed documentation prior to the scheduled meetings. Approve circulated documents as required.
- Attend or send a delegate to all meetings.
- Actively participate in committee and carry out assigned or accepted activities related to committee objectives.
- Assist with preparation of reports and presentations as required.
- Identify any AODA departmental initiatives/projects to the committee.
- Actively promote the activities of AODA College Wide Advisory Committee.

### Responsibilities of the Chair

- Inspire, stimulate and guide the activities of the Committee towards achieving the AODA's College Wide Advisory objectives.
- Ensure that agendas, minutes and supporting materials are distributed prior to each meeting.
- Meet with the Senior Executive Committee, Human Resources and Facilities on an annual basis or as required and provide updates on key issues
  - Oversight on Budget RC in terms of fiscal planning and report writing
  - Sits as cross appointed Chair on AODA Advisory.

## Meetings

- The AODA Advisory Committee will meet monthly.
- Ad hoc meetings may be called at discretion of the Chairs. Member participation is required.
- Quorum 50% plus 1