

ACCESSIBILITY ADVISORY COMMITTEE

Terms of Reference

MANDATE

The mandate of the Accessibility Advisory Committee (Committee) is to support College of the Rockies (College) in the meaningful implementation of the [Accessible British Columbia Act](#). Committee members will work together to:

- identify barriers to access and inclusion and develop strategies for the College to prevent, improve and eliminate them;
- contribute to the development and ongoing review of the College of the Rockies Accessibility Plan (Plan);
- develop tools to receive feedback on the College's Accessibility Plan and feedback on barriers to access at College of the Rockies.

We are committed to working collaboratively to assess and improve accessibility at the College and people with lived and learned experience will be an active part of this work.

SCOPE

The Committee will provide advice and strategies to the College on reducing social, physical, and sensory barriers that prevent our students, employees, and visitors from fully participating in all aspects of the college community.

GUIDELINES

A. General Guidelines

The Committee's roles and responsibilities are as follows, the committee:

- A. 1 Will advise the Executive Leadership Team on how the College may become more inclusive in its operations;
- A. 2 May assemble working groups or special subcommittees to focus on a specific topic or undertake a particular piece of work;
- A.3 Will investigate funding opportunities available with respect to accessibility and inclusion;
- A.4 Will identify initiatives which help promote the College as an increasingly accessible and inclusive educational institution.

B. Co-chairs

The Committee has two appointed co-chairs: The Executive Director, Human Resources and the Director of Student Affairs. The presence of a co-chair is necessary for meeting quorum.

C. **Membership**

Membership on the Accessibility Advisory Committee will include the following:

- Members of the Committee are from the College community (students, faculty, and staff);
- At least half the members are persons with disabilities or are individuals who support persons with disabilities;
- At least one of the members is an Indigenous person;

Membership on the Accessibility Advisory Committee shall be:

<i>No.</i>	<i>Members</i>	<i>Appointed/Volunteer</i>
1	Co-chair, Executive Director, Human Resources	Appointed
1	Co-chair, Director of Student Affairs	Appointed
1	Executive Director Indigenous Strategy and Reconciliation	Appointed
1	Human Resources Advisor, Health and Safety	Appointed
1	Accessibility Services Coordinator	Appointed
1	Communications and Marketing	Appointed
1	Regional Campus Manager	Appointed
1	Centre for Innovation in Teaching and Learning representative	Appointed
2	CUPE (Canadian Union of Public Employees)	Appointed
2	Students	Volunteer
2	Faculty	Appointed

D. **Length of Term**

Members of the Committee will be appointed or volunteer for two-year renewable terms. When an employee or a student member leaves the College, a replacement for the vacant position will be appointed or volunteered by the appropriate group.

The Accessibility Advisory Committee will work in conjunction with other stakeholders in the College and community.

E. **Meetings & Minutes**

- E. 1 Committee meetings shall occur monthly for the inaugural year, and at a minimum quarterly during the academic years afterwards. Meetings may be attended in-person or virtually (e.g., Teams).
- E.2 The co-chairs will develop the agenda for the meeting in consultation with Committee members. Requests from members to place an item on the agenda may be submitted to the co-chairs, ideally at least one week ahead of the meeting.

- E.3 The Senior Administrative Assistant to the Director of Student Affairs will prepare meeting minutes and will post them on the Accessibility Advisory Committee Teams' Site.
- E.4 The Committee minutes, agendas and supporting documents will be stored on the Committee Teams site.
- E.5 Quorum is fifty percent plus one of the members of the Committee. Motions may be made after meetings if quorum is not met.
- E.6 Each member of the committee is a voting member with one vote.
- E.7 Successful motions will be brought forward to the Executive Leadership Team.

F. Revision of the Terms of Reference

- F.1 These terms of reference will be reviewed at the conclusion of the inaugural year of operation (April 2024) and at least every three years thereafter.