



# Accessibility Advisory Committee Terms of Reference 2023-2024

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## 1. Mission Statement

York Region District School Board (YRDSB or the Board) is committed to ensuring accessibility for individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Human Rights Code. The Accessibility Advisory Committee for YRDSB has been established under the direction of the Human Rights Office (HRO) to meet and exceed the AODA standards and requirements. Accessibility at YRDSB is guided by shared responsibilities between various departments and collaborative commitments of the Accessibility Advisory Committee.

## 2. Roles and Responsibilities

### 2.1 Accessibility Advisory Committee Responsibilities

- To champion accessibility at YRDSB in effort to strengthen a culture of inclusion and belonging for people with and without disabilities;
- To provide ethical leadership and guidance on all matters related to the implementation of [Accessibility Policy #407](#) and its related procedures as aligned with the AODA and its related accessibility standards;
- To identify, remove and prevent barriers in the learning and working environments of the Board;
- To promote opportunities for collaboration and professional development among members of the Accessibility Advisory Committee as it relates to accessibility;
- To provide accessibility recommendations and training to the Board's Senior Leadership Team and departments with the goal of promoting systemic change; and
- To communicate the accessibility plans and achievements of the Board through the [Multi-Year Accessibility Plan](#) and Annual Accessibility Reports.

### 2.2 Member Expectations

Four meetings will be held each school year (between September and June). A member in good standing is required to regularly attend Accessibility Advisory Committee meetings. A member who cannot attend a meeting must inform a [Co-Chair](#) and select a designate to attend on their behalf. A member who is absent for three consecutive meetings will be contacted to discuss and determine future membership on the Accessibility Advisory Committee. All members are encouraged and expected to:

- Actively engage in committee meetings and participate in work related to the Accessibility Advisory Committee;
- Review documents and materials shared prior to and/or during each meeting;
- Participate in specialized subcommittees and working groups where it aligns with their area of work and subject matter expertise;
- Provide input on the Annual Accessibility Reports through status updates; and
- Act as an accessibility champion for YRDSB.

### 2.3 Co-Chair Responsibilities

The **Human Rights Specialist** and **Senior Human Rights Advisor** will act as Co-Chairs of the Accessibility Advisory Committee. In addition to the roles, responsibilities and expectations outlined above, responsibilities of the co-chairs include:

- Planning, stimulating and guiding the activities of the Accessibility Advisory Committee;
- Organizing and leading each meeting, and ensuring that agendas, minutes and supporting materials are distributed prior to each meeting in accessible formats;
- Preparing the Annual Accessibility Report and updating the Multi-Year Accessibility Plan (as needed) in consultation with the Accessibility Advisory Committee; and
- Presenting to Executive Council and the Learning, Equity and Well-Being Standing Committee on an annual basis to provide updates on key issues.

## 3. Protocols for Meetings

Items for discussion will be added to the agenda by the Co-Chairs who will then ask all members if they have an agenda item to be added. Items may be brought forward prior to the meeting by emailing the Co-Chairs personally.

## 4. Composition and Membership

The Accessibility Advisory Committee will be composed of diverse members within the Board, and is comprised of the following membership groups with representation from the various departments and units across the Board community, including:

- HRO staff,
- Board Advisory Committee members,
- Caring and Safe Schools staff
- Corporate Communications staff,
- Human Resources Services staff,
- Inclusive Schools and Community Services staff,
- Information Technology Services / Enterprise Application Support staff,
- Leadership Development and

- Engagement staff,
- Learning Design and Development staff,
- Plant and Planning Services staff,
- Student Services staff
- Student Transportation Services staff,
- 1 Trustee representative,
- Union representatives, including:
  - Ontario Secondary School Teachers' Federation (OSSTF), District 16 (D16)
  - Elementary Teachers' Federation of Ontario - York Region (ETFO-YR)
  - Occasional Teachers (ETFO-YR OT)
  - Canadian Union of Public Employees, Local 1196 (CUPE 1196)
  - Canadian Union of Public Employees, Local 1734 (CUPE 1734)

## 4. Quorum

Quorum shall be 12 members. If quorum is not present within 30 minutes, attendance will be called and the names of the members present will be recorded. The meeting may continue in an informal setting with any proposed motions or actions to be deferred to the next Accessibility Advisory Committee meeting.

## 5. Accountability and Reporting

The Accessibility Advisory Committee is accountable to the Director of Education. The completed Annual Accessibility Report and any revisions to the Multi-Year Accessibility Plan will be presented to Executive Council and subsequently to Board Standing Committee each year for Board approval.

## 6. Confidentiality

Accessibility Advisory Committee members shall not circulate draft or committee documents without consent. Meeting minutes will be posted online to the public following committee approval.

## 7. Compensation

There is no compensation for members of the Accessibility Advisory Committee.