



Accessibility Advisory Committee Terms of Reference Approved by Senate April 27, 2022

Purpose

As a standing committee of the Senate, the Accessibility Advisory Committee provides advice to AST's Senate, Board of Governors, staff, faculty, and administration on identifying, preventing, and eliminating barriers to people with disabilities in programs, services, initiatives, and facilities. The committee plays a pivotal role in helping Atlantic School of Theology, a prescribed public sector body under the Accessibility Act of Nova Scotia, become accessible and meet its obligations under the Act.

Role

The Accessibility Advisory Committee shall:

1) Advise on the preparation, implementation, and effectiveness of AST's accessibility plan. In accordance with the Accessibility Act, the plan must include:

- a) a report on measures AST has taken and intends to take to identify, remove, and prevent barriers
- b) information on procedures AST has in place to assess the following for their impact on accessibility for people with disabilities: any proposed policies, programs, practices, and services, and any proposed enactments or by-laws
- (c) any other prescribed information

2) Review and update AST's accessibility plan at least every three years, in accordance with the Act.

- a) AST's plan was approved by Senate in April 2022, which will result in the first review in 2025 at the latest.

3) Consult with AST stakeholders on accessibility in all aspects of AST's operations.

4) Identify and advise on the accessibility of existing and proposed services and facilities.

5) Advise and make recommendations about strategies designed to achieve the objectives of AST's accessibility plan.

6) Receive and review information from staff, faculty, students, Senate, Board of Governors and senior leadership, and make recommendations.

7) Assist in monitoring compliance with federal and provincial government directives and regulations.

Composition and Terms of Appointment

The Accessibility Advisory Committee shall have no fewer than five members. At least half of the members must self-identify as people with disabilities or represent organizations that represent people with disabilities, in accordance with the Act.

One place on the committee shall be designated for each of the following:

- a member of AST's student body, registered and in good standing at the time of appointment
- a member of AST's core faculty
- a member of AST's Facilities Team.
- a member of AST's Alumni/ae

Should an individual in a place designated for a staff or faculty member leave employment with AST, that person shall step off the committee.

The members of the Accessibility Advisory Committee shall normally be appointed for a term of 2 years. The length of initial appointments may deviate from this norm in order to stagger terms.

The Committee shall elect a Chair and Vice-Chair every year.

Meetings

The committee shall meet at least four times per year, or as needed to fulfill its duties.

Meetings are not public.

Quorum shall be a simple majority of members.

The committee may establish working groups to explore specific issues related to the accessibility plan and/or other responsibilities. A working group may include members who are not Advisory Committee members. The chair of a working group may be a member of the Accessibility Advisory Committee.

Records

The committee will record minutes of its meetings and lodge a copy with the Academic Office and the President's Office. These minutes will not be circulated beyond the committee.

The committee will provide a brief written report to the Senate at least once a year. A delegate from the committee may also report verbally to the Senate if desired.