

# Accessibility for Ontarians with Disabilities Act (AODA) Committee Summary: November 30, 2009

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## 1. Welcome & Introductions:

Nancy Simms welcomed members to the meeting.

## 2. Approval of Meeting Summary – September 11, 2009

The meeting summary was approved.

## 3. Review & Approval of the AODA Committee Terms of Reference

The Committee reviewed and amended the draft AODA Committee Terms of Reference. Human Rights & Diversity will circulate and upload the Terms of Reference once they have been revised to reflect the following feedback.

### 1. Human Rights & Diversity will add a section titled “Purpose of the Committee.”

- The Committee is an Advisory Committee to HR Services.
- Responsibility: To aid Humber in ensuring that it meets the requirements of the AODA Standards.
- The Committee will make recommendations that will result in the increase of accessibility at the College.

## 4. AODA Initiative Update

Training: All Humber employees are required to complete AODA training. Of the approximately 4200 employees at Humber, approximately 90% FT employees have completed AODA training. We expect to have reached 100% FT compliance by the end of the week. PT employees pose a greater compliance challenge as these employees have irregular contact with the College.

The School of Health Sciences has ensured that 100% FT employees have been trained, and was the first School to meet its target. Congratulations to Dean MacMillan.

Policy Development: The AODA requires that Humber create an accessibility policy that addresses several specific areas. This draft Policy was reviewed and amended by the Committee. Upon revision, the draft Policy will be forwarded to Senior Management for approval.

Recommended policy amendments from the AODA Committee:

- Specify who is responsible for (a) ensuring that employees complete accessibility training, (b) who is responsible for delivering this training.
- Clarify what the “Everbridge Notification System” is.
- Specify who is responsible for the notification of Service disruptions. Specifically: (a) Who is the contact person when a service disruption takes place, (b) who places the notices, (c) what is the process for ensuring that happens, (d) who is responsible for making the public aware.
- Include in the policy how to register for the Everbridge Notification System, how to sign up for notifications, and where this process will be housed (suggestion: Public Safety)

- Specify that in the event of a service disruption, notices will be made in a timely manner. Nancy Simms will speak to facilities and Public Safety to identify realistic timelines for placing notices.

#### **5. Emerging Challenges from AODA implementation**

Human Rights & Diversity has been contacted regarding accessibility concerns at the College. The concerns have been addressed on a case-by-case basis via the appropriate departments. The customer feedback process, once created, will streamline this process.

#### **6. Committee Recommendations**

- a. That Humber engages a Disability Consultant to, in part, review plans for new builds, with the goal to exceed minimum Accessibility Standards for built environments.
- b. That Senior Management identify a strategy to ensure that physical spaces at Humber are accessible to people with disabilities. That, as part of this strategy, Senior Management create a budget line item specifically dedicated to accessibility initiatives.

#### **7. Annual Report – Due March 31, 2010**

Human Rights & Diversity staff are primarily responsible for drafting the annual report required by the AODA. Disability Services will provide assistance in this process.

#### **8. Next Meeting: Monday, February 8, 2009, 9:00 -1 1:00am**

#### **9. Wrap-Up**

The following materials will be circulated to Committee Members:

- Meeting Summary
- Revised Terms of Reference
- Draft AODA Policy

The meeting adjourned at 10:45am.