

Adopted by RRU: August, 15, 2023

Amended by RRU: Click or tap to enter a date.

## I. LAND ACKNOWLEDGEMENT

Royal Roads University acknowledges that the campus is on the traditional Lands of the Xwsepsum (Esquimalt) and Lekwungen (Songhees) ancestors and families. With gratitude, we live, work and learn where the past, present, and future of Indigenous and non-Indigenous students, faculty and staff come together.

## II. ABOUT ROYAL ROADS UNIVERSITY

Royal Roads University was established in 1995 with a mandate to focus on applied and professional programs and research, delivered in a blended format, on campus and online. For over 25 years the University has established a strong reputation as an institution that delivers high-quality, life-changing education and research.

Through the *Royal Roads University Act*, RRU was created with a unique mandate and governance structure to:

- offer certificate, diploma and degree programs at the undergraduate and graduate levels in the applied and professional fields;
- provide continuing education in response to the needs of the local community;
- deliver an educational experience through an online learning model that blends on-campus and distance learning to allow people to pursue education from anywhere on the globe; and
- maintain teaching excellence and research activities that support the university's programs in response to the labour market needs of British Columbia.

The University's core values are as follows:

- Caring – A diverse and supportive community for our students, faculty and staff
- Courageous – Bold in our actions, we welcome challenges and take thoughtful risks.
- Creative – Innovation in all we do: we continually seek new and better ways to do things.

## III. STATEMENT OF THE COMMITTEE

Royal Roads strives to create an environment in which everyone feels welcome and included and has equal access to our education, services and campus.

The purpose of the Accessibility Committee is to identify ways in which accessibility can be improved at the University and to ensure that Royal Roads continues to be compliant with the *Accessible BC Act*.

The Accessibility Committee is convened by the RRU Executive, and these Terms of Reference are issued by the RRU Executive.

## IV. DEFINITIONS

The terms **accessibility plan**, **barrier**, **disability**, **impairment**, and **Indigenous person** take their meaning from the definitions in the [Accessible British Columbia Act](#).

**University Community** means students and employees of the University and persons officially associated with the University, including associate faculty, former students and alum.

## V. PURPOSE OF THE COMMITTEE

Accessibility Committee members will provide guidance and recommendations to Royal Roads University about accessibility to support the full and equal participation of individuals who learn, work and interact with the University.

Specifically, the Committee will:

- provide guidance and recommendations on the Royal Roads University Accessibility Plan;
- identify barriers to accessibility and recommend ways to remove and prevent them;
- support compliance with the [Accessible British Columbia Act](#) and [Accessible British Columbia Regulation](#);
- advise on the University's feedback mechanism to receive comments from the University Community and the public about accessibility and provide advice on responses to feedback received through this mechanism; and
- align the work of the Committee with the University's equity, diversity and inclusion objectives.

## VI. SCOPE OF THE COMMITTEE

The Accessibility Committee will provide guidance, recommendations and advice to Royal Roads University about accessibility. The Committee will also recommend to the RRU Executive the approval of the University's Accessibility Plan and the Committee's Terms of Reference,

The following is out of scope of the Accessibility Committee: *actual implementation* of guidance, recommendations and advice.

## VII. ROLES AND RESPONSIBILITIES

### 1. RRU Executive

- a. Ensure compliance with *Accessible BC Act and Regulation*.
- b. Approve the Royal Roads University's Accessibility Plan and allocate resources to action items in the plan.
- c. Approve membership to the Accessibility Committee (appointed and non-appointed).
- d. Select a co-chair of the Accessibility Committee from eligible Committee members.

### 2. Executive Sponsors

The executive sponsors of the Accessibility Committee are the Vice-President, Academic and Provost, and Vice-President, Finance and Operations.

- a. Serve as liaison between the RRU Executive and the Accessibility Committee.
- b. Guide the Accessibility Committee to operate according to this Terms of Reference.
- c. Approve Accessibility Committee expenditures, including honoraria should any be recommended.
- d. Establish an Accessibility Committee reporting schedule (e.g., quarterly) and requirements for reporting.
- e. Approve the Committee's Terms of Reference.

### 3. Committee Chairs

The Accessibility Committee will be co-chaired by two committee members. One chair will be elected by and from the Accessibility Committee membership. The second chair will be selected by the RRU Executive from among the Accessibility Committee members. At least one chair must meet the Criteria of Members in section VIII, items (1) and (2).

- a. Establish a meeting schedule and delivery mode (e.g., online, in person or blended).
- b. Produce meeting agendas and meeting minutes.

## Terms of Reference

- c. Report to Executive Sponsors on a regular basis and at least on a quarterly basis.
  - d. Produce a year-end report for the RRU Executive regarding the Committee's activities and outcomes at the close of the fiscal year.
  - e. Guide the Accessibility Committee to operate according to this Terms of Reference and in accordance with the University's policies and procedures.
  - f. Lead the renewal of the Accessibility Committee's membership, both appointed members and non-appointed members.
4. Committee Members
- a. Operate according to this Terms of Reference and in accordance with the University's policies and procedures.
  - b. Meet the purpose of the Committee as described in this Terms of Reference.
  - c. Attend the Committee quarterly meetings.
  - d. Support the development of Committee reports to meet reporting requirements.

### VIII. COMPOSITION OF COMMITTEE

Authentic representation matters. RRU acknowledges lived experience as expertise and recognizes that everyone is unique. We understand that one individual cannot speak on behalf of an entire group or community.

The Accessibility Committee is composed of a minimum of six and up to 13 members, as follows:

1. Six members appointed by the RRU Executive who are employees of RRU and are in positions at the University with work plans that include meeting accessibility objectives. One member will be appointed from each of the following work units:
  - a. Centre for Teaching and Educational Technologies
  - b. Human Resources
  - c. Human Rights and Equity, Diversity and Inclusion
  - d. Operations and Resilience
  - e. Marketing and Communications
  - f. Student and Academic Services
2. One student recommended by RRU Accessibility Services
3. Up to six members recruited from the **University Community** and the public

#### Criteria of Members

Of the above members:

1. At least 50% will self-identify as persons with **disabilities** or individuals who support, or are from organizations that support, persons with disabilities;
2. At least one member will identify as an **Indigenous person** (First Nations, Inuit, Métis); and
3. Members will reflect the diversity of accessibility perspectives in British Columbia.

### IX. RECRUITMENT OF NON-APPOINTED COMMITTEE MEMBERS

Non-appointed members of the AC (up to six) will be recruited by a call for expressions of interest, posted as positions are available.

In the application form, applicants will be asked if they self-identify as having a disability or identify with

an equity-deserving group (e.g., visible minorities, 2SLGBTQI+, religious minorities, marital status, family status) to support compliance with diversity and accessibility objectives, as required by *Accessible BC*.

## X. TERMS OF SERVICE

1. The length of terms is as follows:
  - a. Members appointed by the RRU Executive will hold a two-year term and may be renewed for one additional two-year term.
  - b. The student recommended by Accessibility Services will hold a one-year, non-renewable term.
  - c. Non-appointed members will hold a one-year term and may be renewed for up to two additional one-year terms.

## XI. COMMITTEE OPERATIONS

1. Fiscal year  
The Accessibility Committee will follow the University's fiscal year, April 1 to March 31.
2. Meeting schedule  
Accessibility Committee meetings shall be scheduled on a quarterly basis (i.e., four meetings per fiscal year). The meeting schedule will be set by the Chairs in advance for the upcoming fiscal year.
3. Meeting delivery mode  
The delivery mode (e.g., online, in person or blended) of the meetings will be set by the Chairs, in conversation with Accessibility Committee members. Accessibility arrangements will be made to support members to participate in the work of the committee.
4. Agenda and minutes  
An agenda and recorded minutes will be produced for every meeting. Meeting minutes will be prepared by the Chairs, circulated to the Committee a minimum of five business days before the next meeting, and presented for review, discussion, and approval at the next meeting.
5. Special guests  
Subject-matter experts may be invited to meetings as guests, by invitation from the Chairs.

## XII. REPORTING TO EXECUTIVE

The Accessibility Committee, through the Chairs, provides quarterly reporting to the RRU Executive Sponsors.

A year-end report will be provided at the close of the fiscal year.

## XIII. WORKING GROUPS AND SPECIAL SUBCOMMITTEES

The Accessibility Committee may assemble working groups or special subcommittees to receive feedback, conduct research into a specific topic, undertake a particular piece of work, or provide specific guidance to the University or expertise in decision-making for the University.

The Committee will develop appropriate terms of reference and other documentation to frame the composition, scope of work, timelines and roles and responsibilities of these working groups and subcommittees.

## XIV. REVISIONS OF THE TERMS OF REFERENCE

The function of the Accessibility Committee should be adapted to reflect evolving needs and circumstances. As such, the Committee's Terms of Reference will be reviewed at the end of the fiscal year in the Committee's inaugural year of operation, with feedback from the Accessibility Committee members, and on an annual basis going forward.

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