



Adopted by RRU: August 15, 2023

Amended by RRU Accessibility Committee: April 15, 2026

Accessibility Committee Terms of Reference

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Accessibility Statement

These Terms of Reference use the following accessibility practices:

- Alt text on images
- Microsoft Word formatted headings, lists, and line breaks
- A minimum of 12-point font
- Atkinson Hyperlegible font
- Text-display hyperlinks
- A table of context for navigation
- Black text on a white background

Navigation of this document can be done by keyboard or mouse. This accessibility check was completed by Gwen Thompson Hill; if you would like to suggest improvements to the accessibility of this document, please contact [Gwen via email](#).

Land acknowledgement

The campus is located on the traditional Lands of the Lekwungen-speaking Peoples, the Songhees and Esquimalt Nations.

With gratitude, we live, work, and learn here, where the past, present, and future of Indigenous and non-Indigenous students, faculty, and staff come together.

In honour of the Songhees and Esquimalt ancestors, Hay'sxw'qa si'em (pronounced hy-sh-kwa sea-em)! Thank you, respected or honourable one.

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 30 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.

Royal Roads seeks to foster a welcoming environment where accessibility is integrated into our learning, working, and physical spaces.

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 alumni.

Purpose of the committee

The purpose of the Accessibility Committee is to identify ways to improve accessibility at the University and to ensure that Royal Roads remains compliant with the [Accessible British Columbia Act](#). The Accessibility Committee is convened by the RRU Executive, and these Terms of Reference are issued by the RRU Executive.

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:

- a) provide guidance and recommendations on the Royal Roads University [Accessibility Action Plan](#);
- b) identify barriers to accessibility and recommend ways to remove and prevent them;
- c) support compliance with the [Accessible British Columbia Act](#) and relevant complementary regulation;
- d) 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
- e) align the work of the Committee with the University's equity, diversity and inclusion objectives.

Scope of the committee

The Accessibility Committee will offer guidance, recommendations, and advice to Royal Roads University in six areas related to accessibility: the built environment, delivery of services, education, employment, information and communications, health, procurement and transportation.

The Committee will also recommend to the RRU Executive the approval of the University's Accessibility Plan and the Committee's Terms of Reference.

Implementation of recommendations is not within the Accessibility Committee's scope of responsibilities.

Roles and responsibilities

RRU Executive

- a) Ensure compliance with the [Accessible British Columbia Act](#) and the [Accessible British Columbia Regulation](#).
- b) Approve the Royal Roads University's [Accessibility Action 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.

Executive Sponsors

The executive sponsors of the Accessibility Committee are the Vice-President Academic and Provost, the Vice-President Finance and Operations, the Executive Officer and AVP of People and Culture and the Vice-President External Relations. The sponsors

- a) Serve as a liaison between the RRU Executive and the Accessibility Committee.
- b) Guide the Accessibility Committee to operate according to these 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.

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). Co-chairs will work collaboratively to achieve the following goals:

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

Committee Members

- a) Operate in accordance with these Terms of Reference and the University's policies and procedures.
- b) Ensure that the purpose of the Committee, as outlined in these Terms of Reference, is fulfilled.
- c) Attend the Committee's quarterly meetings.
- d) Prepare for meetings, engage in discussions, and share their expertise.
- e) Assist in the development of Committee reports to fulfill reporting requirements.
- f) Disclose any real, potential, or perceived conflicts of interest that may impact their ability to act impartially in decision-making and their role as members.

Composition of the committee

The Accessibility Committee has a minimum of seven and a maximum of 16 members as follows:

1. **Seven** 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 Accessibility
 - d) Operations and Resilience
 - e) Marketing and Communications
 - f) Research and Innovation
 - g) Student and Academic Services
2. **One** student recommended by RRU Accessibility Services
3. Up to **eight** members recruited from the **University Community**.
 - a) At least one student recommended by the Royal Roads University Student Association (RRUSA)

- b) At least one faculty member recommended by the Royal Roads University Faculty Association (RRUFA)
- c) At least one staff member recommended by CUPE 3886.
- d) Two places will be held for Alumni and members of the community.

Criteria for the selection of members

The selection of members will be guided by representation that is based on lived experience and expertise. This approach will be further enhanced by acknowledging each member's individuality and recognizing that no single person can represent an entire group or community.

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.

Recruitment of non-appointed committee members

Non-appointed members will be recruited by a call for expressions of interest, posted as positions are available.

The Chairs of the Accessibility Committee will issue an online open call to the RRU community, inviting faculty, staff, students, and alumni to submit their expressions of interest. This call will provide an opportunity for individuals to share relevant academic, professional, community, and/or lived experiences.

The Chairs will oversee the collection of these expressions of interest.

In the application form, applicants will be asked:

1. If they self-identify as having a disability;
2. The disability they live with, if they feel comfortable sharing this information (the purpose of this question is to ensure representation of a range of disability lived/living experiences in the Committee);
3. If they have experience/involvement (via study, scholarship, professional practice, or community engagement) in advancing accessibility;
4. If they self-identify with an equity-deserving group (e.g., Indigenous Peoples, Racialized Communities/People of Colour, Women, and 2SLGBTQIA+ peoples);
5. University role (faculty, staff, manager, student, alumni).

The Accessibility Committee will create a sub-committee to assess applications and select nominees. The Chairs are responsible for ensuring the protection of applicants' personal privacy and maintaining the confidentiality of the information shared. All personal information provided by applicants will be protected under the BC Freedom of Information and Protection of Privacy Act (FIPPA).

Terms of service

1. The length of terms is as follows:
 - a) **Appointed Members** will hold a two-year term and may be renewed for one additional two-year term.
 - i. All appointed members who are in positions serving persons with disabilities (e.g. Associate Director OHRA; Manager of EDI in Research) will hold a two-year term and may be renewed for additional two-year terms.
 - b) **Students and non-appointed members** will hold a one-year term and may be renewed for one additional one-year term.

The intent of term renewals is to provide overlap, consistency, and preserve committee information from one year to the next.

Committee operations

Fiscal year

The Accessibility Committee will follow the University's fiscal year, which runs from April 1 to March 31.

Meeting schedule

The Chairs will set quarterly meetings of the Accessibility Committee. These will be set in advance at the beginning of each fiscal year.

Additional meetings may be scheduled as required, either by the Chairs or by subcommittee members.

Meeting delivery mode

The delivery mode (e.g., online, in person, or blended) of the meetings will be set by the Chairs in consultation with Accessibility Committee members. Accessibility arrangements will be put in place to support members' participation in the committee's work.

Agenda and minutes

An agenda and recorded minutes will be produced for every meeting. Chairs will develop the meeting agenda and circulate it, along with previous meeting minutes, to the Committee at least 5 business days in advance of the meeting so that members may provide feedback or additional items.

Meeting minutes will be taken by committee members on a voluntary, rotating basis. Final minutes will be prepared by the Chairs.

Special guests

The Chairs and Committee members may invite subject-matter experts to meetings as guests.

Voting

If voting is required outside of meetings, it can be conducted electronically via e-mail or other means, as appropriate.

Reporting

The Accessibility Committee, through the Chairs, provides quarterly reporting to the RRU Executive Sponsors. A year-end report will be provided to these sponsors and the RRU community at the close of the fiscal year.

Working groups and special subcommittees

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

Subcommittees will develop documentation to frame their composition, scope of work, timelines, and roles and responsibilities, as appropriate.

Recognition

In recognition of their time and effort, committee members can obtain a service letter from the RRU Executive upon request at the end of their term. Committee members not employed by the University will receive an honorarium when approved in the budget.

Revising these Terms of Reference

The Accessibility Committee's function should adapt to reflect evolving needs and circumstances. Accordingly, these Terms of Reference will be reviewed every **3 years**.