

**McMaster Accessibility Advisory Council (MAAC)**

**TERMS OF REFERENCE**

The McMaster Accessibility Advisory Council and its Members are responsible for ensuring the University’s adherence to Accessibility for Ontarians with Disabilities (AODA) Standards. The Council provides a mechanism for planning, reviewing and evaluating the implementation of the AODA Standards within the University.

# RESPONSIBILITIES

# The Council will:

1. Guide the development of plans for the implementation of the AODA Standards at the University;
2. Receive plans and reports related to the implementation of AODA Standards from MAAC Working Groups;
3. Make recommendations to the University regarding policies and institutional changes required to ensure adherence to the AODA Standards;
4. Monitor the progress of AODA Standards implementation across the University and;
5. Oversee the filing of the required accessibility reports to the Ontario government regarding the University’s compliance with the AODA.

# ACCOUNTABILITY

The Council will report to the President through the Provost & Vice-President (Academic) and the Vice-President (Administration). The Council will prepare an annual report of its September 1 to August 31 activities, to be submitted to the Provost & VP Academic and the VP Administration by December 1. The Terms of Reference will be reviewed every five years.

# MEMBERSHIP

Membership on the Council is made up of senior officers of the University who are accountable for decisions made at the Council. From time to time, members of the Council may send a delegate if they are unable to attend a meeting. Membership of the Council will be reviewed periodically to ensure that all areas of the University are appropriately represented.

**Process for Selecting Chair (TBD)**

# Quorum

Four senior officers (or designates who have been given authority) are required to vote on a motion to bind the University. Where there is a vote binding another department, the Council member of that particular department must be present at the meeting.

# Members

Associate Vice-President (Equity and Inclusion) – Ex-Officio

Associate University Librarian (current Chair)

Associate Vice-President, Research

Associate Vice-President (Students & Learning) and Dean of Students

Associate Vice-Provost, Faculty

Assistant Vice-President & Chief Facilities Officer

Assistant Vice-President & Chief Technology Officer

Assistant Vice-President (Administration) & Chief Financial Officer

Assistant Vice-President, Faculty of Health Sciences

Director, Communications

# Consultants (non-voting)

Accessibility Program Manager (Equity & Inclusion Office)

Employment Equity Specialist (Human Resources Services)

Director, Student Accessibility & Case Management

Vice-President (Education), McMaster Students Union

**Stakeholder Groups**

The Council, through the Accessibility Program Manager and the Vice-President (Education, McMaster Student Union), will facilitate regular consultation with existing networks of employees and students with disabilities, e.g. the Employee Accessibility Network, MSU Maccess, and the Disability Inclusion, Madness, Accessibility, and NeuroDiversity (DIMAND) Working group under PACBIC, to ensure stakeholder feedback is considered in the exercise of its responsibilities.

# MEETINGS

A schedule of meetings will be developed based on an annual planning cycle of issues/topics for the agenda.

Approved March 29, 2012

Revised April 21, 2014

Revised October 22, 2014

Revised April 2, 2015

Revised August 26, 2015

Revised November 30, 2016

Updated October 2, 2017

Updated April 20, 2018

Updated July 19, 2021

Updated January 4, 2023