

DOCUMENT TITLE	Accessible Camosun Committee Terms of Reference
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HOLDER	College Executive Team
RESPONSIBLE OPERATIONAL LEADER	Accessible Camosun Committee Chair

ACCESSIBLE CAMOSUN COMMITTEE TERMS OF REFERENCE

PURPOSE

In accordance with the requirements of the *Accessible British Columbia Act (2021)*, Camosun College (the College) has the duty to establish an Accessibility Plan and an Accessibility Committee, which lays out the College’s commitments, priorities and processes for identifying, removing and preventing barriers to individuals in, or interacting with, the College. The plan is a reflection of Camosun's core values and priorities, guided by principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design.

The Accessible Camosun Committee is convened by the Camosun College Executive Team, and these Terms of Reference are issued by the College Executive Team.

RESPONSIBILITIES

The Accessible Camosun Committee at the College is an oversight committee responsible for:

- a) providing input to the College on the development of, and updates to, the Accessible Camosun Plan; and
- b) assisting the College in identifying barriers to individuals in, or interacting with, the College; and
- c) advising the College on how to remove and prevent barriers to individuals in, or interacting with, it.

MEMBERSHIP

The Accessibility Committee for the College aligns with the requirements listed in the *Accessible BC Act (2021)*, and as such the size and composition of the committee may be adjusted from time to time.

Generally, the Accessibility Committee is composed of up to 18 members, as follows:

1. Members appointed by the Camosun College Executive who are employees of the College and are in positions with work priorities that include meeting accessibility objectives. One employee will be appointed from each of the following areas:
 - a. Centre for Accessible Learning
 - b. Centre for Excellence in Teaching and Learning
 - c. Communications & Marketing
 - d. Education & Innovation
 - e. Equity, Diversity and Inclusion
 - f. Facilities Services & Campus Development
 - g. Human Resources
 - h. Information Technology Services
 - i. Office of the Registrar
 - j. Strategy, Planning and Transformation
 - k. Student Affairs
2. Two Camosun College students recommended by the Centre for Accessible Learning, and one elected student representative from CCSS.
3. Up-to four members recruited and appointed from Faculty and Staff.

Vacant positions may be replaced. The College Executive Team may explore positions if a gap is identified.

To the extent possible, the committee membership will:

1. reflect the diversity of accessibility perspectives in British Columbia.
2. have at least 50% self-identify as persons with disabilities or individuals who support, or are from organizations that support, persons with disabilities.
3. include at least one member who identifies as an Indigenous person.

The Chair of the Accessible Camosun Committee shall be designated by the College Executive Team and the work of the Accessible Camosun Committee will be supported by administrative support of the Chair, or designate.

LENGTH OF TERM

The length of terms is as follows:

- a) The Chair and the members appointed by the College Executive Team will hold a two-year term and may be renewed for one additional two-year term.
- b) Students recommended by the Centre for Accessible Learning and CCSS will hold a one-year, renewable up to one year.
- c) Appointed College Community members will hold a one-year term and may be renewed for up to two additional one-year terms.

MEETINGS

- a) The Accessible Camosun Committee will generally meet monthly.
- b) The meeting schedule will be determined by the Chair, in consultation with committee members, and communicated to members at least two weeks in advance of meetings.
- c) Meetings may be held in person, virtually, or a combination of both, to facilitate accessibility of meetings for members.

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [Accessible British Columbia Act \(2021\)](#)
- [Accessible Camosun Plan](#)