

UHN AODA Committee

Terms of Reference

Ontarians with Disabilities Act, 2001 (ODA)
Accessibility For Ontarians With Disabilities Act, 2005 (AODA)

1.0 Mandate

- i. The mandate and work of the UHN's AODA Council includes but is not limited to:
- ii. Provide leadership and all resources to the AODA Planning Committee on the AODA/ODA in the elimination of barriers in the service, work and learning environment for patients, employees, volunteers, students and all stakeholders.
- iii. Identify concerns based on feedback, respond appropriately and based on gaps recommend systemic changes as required.
- iv. Develop the multi-year and annual accessibility plan in accordance with the Customer Service, IASR (Employment, Information and Communication and Transportation Standard) and the Built Environment Design of Public Spaces Standard.
- v. Ensure that the accessible plans conform to the principles of the AODA and OHRC and are available to the public in accessible format on request.
- vi. Championing and integrating accessibility and universal design principles while promoting, planning and implementing AODA/ODA deliverables to strengthen a culture of inclusion within UHN.

2.0 The mandate of the AODA Planning Committee is to:

- i. Ensure that UHN maintains and complies with the requirements AODA, 2005 and ODA, 2001.
- ii. Provide recommendations relating to the provisions of the AODA to the Council.
- iii. Identify the roles and responsibilities relating to UHN programs, departments and units as it relates to the facility, delivery of accessible goods and services to patients, employees, volunteers, students and all stakeholders.
- iv. Assist UHN in promoting an accessible, respectful and welcoming environment.
- v. Develop and plan all material related to the implementation of the AODA including but not limited to the Customer Service, Employment, Built Environment, Information and Communication and Transportation Standards.
- vi. Ensure that all material developed by the Committee is available in accessible format.

3.0 Reporting

The AODA Council is accountable to UHN Senior Management, Site Vice-Presidents of Princess Margaret, Toronto General, Toronto Western Hospital and Toronto Rehab Institute. The Senior Vice President, Human Resources and Organizational Development is the designated Executive sponsor for UHN's AODA implementation.

4.0 AODA Committee Activities

- Provide an open dialogue between members with regard to on-going concerns, initiatives, planning and implementation.
- Create measures on how UHN will take to identify, improve and prevent barriers.
- Develop and track how UHN identifies, remove & prevent barriers.
- Identify and review the measures in place ensuring that UHN assesses its proposal for, policies, programs, practices and services.
- Develop a communication strategy.
- Develop an education & awareness strategy.

5.0 Membership

- Business Operations
- Diversity
- Facilities (site leads)
- Employee Relations
- Interpretation Services
- Infrastructure
- Nursing
- Occupational Health & Safety
- Patient Relations
- PCC
- Research
- Security
- Environmental Services
- Volunteers

6. Advisors

- Community Agencies
- Community Representatives (CAC, Virtual Patient Group)

7.0. Internal Resource Specialists (IRS)

- Specialized Clinics & Departments
- Energy & Environment
- Fire & Life Safety
- Human Resources
- Infection Prevention & Control
- Public Affairs
- Radiation Safety
- Risk

8.0 Responsibilities of the Members

- Review distributed documentation prior to the scheduled meetings. Approve circulated documents as required.
- Attend or send a delegate to all meetings.
- Actively participate in committee and carry out assigned or accepted activities related to committee objectives.
- Assist with preparation of reports and presentations as required.
- Identify any AODA departmental initiatives to the committee.
- Actively promote the activities of AODA Committee.

9.0 Responsibilities of the Co-Chairs

- Inspire, stimulate and guide the activities of the Committee towards achieving the AODA's objectives.
- Ensure that agendas, minutes and supporting materials are distributed prior to each meeting.
- Meet with the Senior Vice President, Human Resources and Organizational Development on an annual basis or as required and provide updates on key issues.

10.0 Meetings

- The AODA Council shall meet monthly
- The AODA Planning Committee shall meet quarterly
- Ad hoc meetings may be called at discretion of the Co-Chairs.