



# AODA Advisory Committee Terms of Reference 2020-2021

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## 1. Purpose

York District School Board (YRDSB or the Board) has compliance obligations under the Accessibility for Ontarians with Disabilities Act (AODA). The AODA Advisory Committee was established under the direction of the Human Rights Commissioner's Office (HRCO) to meet or exceed the AODA standards and requirements. Accessibility at YRDSB is guided through shared responsibilities and collaborative commitments of the AODA Advisory Committee.

## 2. Roles and Responsibilities

- To champion accessibility at YRDSB in effort to strengthen a culture of equity and inclusion for people with and without disabilities;
- To provide ethical leadership and guidance on all matters related to the implementation of [Accessibility Policy #407](#) and its related procedures as aligned with the AODA;
- To identify, remove and prevent barriers in the service, working and learning environments of the Board;
- To promote opportunities for collaboration and professional development among members of the AODA Advisory Committee with regard to ongoing accessibility concerns, planning and implementation;
- To provide accessibility recommendations and training to the Board's senior leadership team and the various Board constituencies with the goal of promoting systemic change; and
- To communicate the accessibility plans and achievements of the Board through the Multi-Year Accessibility Plan and Annual Accessibility Reports.

## 3. Composition and Membership

The AODA Advisory Committee shall be composed of the following members with representation from the various departments, groups and units across the Board community:

- All HRCO staff,
- 3 Board Advisory Committee members (EIAC, PEAC and SEAC),
- 4 Corporate Management and Professional Staff (CMPS),
- 2 Human Resources Services (HRS) staff,
- 1 Inclusive Schools and Community Services (ISCS) staff,
- 2 Information Technology Services (ITS) staff,
- 2 Plant Services staff,
- 2 Student Services staff,
- 1 Student Transportation Services staff
- 2 School Administrators,
- 1 Trustee,
- 7 Union representatives,
  - Ontario Secondary School Teachers' Federation (OSSTF), District 16,
  - Elementary Teachers' Federation of Ontario – York Region (ETFO-YR)
  - Elementary Teachers' Federation of Ontario – York Region Occasional Teachers (ETFO-YR OT)
  - Canadian Union of Public Employees, Local 1196 (CUPE 1196)
  - Canadian Union of Public Employees, Local 1734 (CUPE 1734)
  - Ontario Public Services Employees Union (OPSEU)
  - Professional Student Services Personnel (PSSP) – OSSTF D16

## **HRCO Members**

**Anthony Anirud** (Co-Chair)

Human Rights Commissioner, HRCO

**Shelly Khushal**

Assistant to Human Rights Commissioner, HRCO

**Andrew Snowball**

Human Rights Officer, HRCO

**Brandon Wu** (Co-Chair)

Accessibility Officer, HRCO

## **Board Advisory Committee Members**

**[VACANCY]**

Equity and Inclusivity Advisory Committee (EIAC) Representative

**Hirosh Abeywardane**

Parent, Family and Community Engagement Advisory Committee (PEAC) Representative

**Carolyn Viney**

Special Education Advisory Committee (SEAC) Representative

## **CMPS Members**

**Dale Brusselers**

Communications Specialist, Corporate Communications

**Luk Gilbert**

Manager, Property and System Operations

**Stephanie Luong**

Web Portal and Communications Officer, Corporate Communications

**Steve Rutledge**

Associate Manager of Learning Resources & Design Development, Learning Resource Services

**Tina Wieringa**

Leadership Development Advisor,  
Leadership Development

**HRS Members**

**Teresa Estriga**

Associate Manager of Disability and  
Attendance Management, Human Resource  
Services

**Gail Long**

Manager of Recruitment and Retention,  
Human Resource Services

**ISCS Member**

**Rizwana Kaderdina**

Equity Teacher Facilitator, Inclusive Schools  
and Community Services

**ITS / EAS Members**

**Paul Lee**

Senior Application Support Analyst,  
Enterprise Application Support

**John Sellers**

Senior Application Support Analyst,  
Enterprise Application Support

**Plant Services Members**

**Sue Hastings**

Manager, Maintenance Services

**Derek Petri**

Assistant Manager of Maintenance Services,  
Plant Services

**Student Services Members**

**Laura Leesti**

Secondary Principal, Student Services

**Paul Woods**

Elementary Principal, Student Services

**Student Transportation Services  
Member**

**Dawn Forsyth**

Safety Analyst, Student Transportation  
Services of York Region

**School Administrator Members**

**Dawn Laliberte**

**(Alternate: Ralph-Anthony Masciello)**  
Secondary Principal of Caring and Safe  
Schools

**George Vellathottam**

Principal of Learning Design and  
Development, Curriculum Services

**Trustee**

**Bob McRoberts**

Trustee Representative

**Union Representatives**

**Pamela Beetlestone**

Vice President, ETFO-YR  
ETFO-YR Representative

**Gerry Harrison**

Executive Officer, OSSTF  
OSSTF (District 16) Representative

**John Kostic**

Lead Caretaker, Secondary  
CUPE 1196 Representative

**John Malcolm**

Lead Caretaker, Elementary  
CUPE 1196 Representative

**Patrick Smith**

President, CUPE 1196  
CUPE 1196 Representative

**Rhonda Star**

ETFO-YR OT Health and Safety  
Representative

**Shane Taylor**

**(Alternate: Carrie Silverberg)**  
Developmental Support Worker (DSW)  
CUPE 1734 Representative

**Susie Nunes**

OPSEU Representative  
Principal of Continuing Education Services

## 4. Member Terms and Expectations

Members of the AODA Advisory Committee shall serve a minimum two (2) year term upon appointment. Members who have completed a two (2) year term and whose appointment was conferred by being “selected” may serve for an additional year, upon approval a co-chairs. Members whose appointment was the result of being “elected” must consult with their representative constituency on whether they can serve beyond the two (2) year commitment period.

Four (4) meetings will be held each school year (September to June). Being a member in good standing requires regular attendance at AODA Advisory Committee meetings. A member who cannot attend a meeting must inform a co-chair and select a designate to attend on their behalf. A member who is absent for three (3) consecutive meetings shall be deemed to have resigned from the AODA Advisory Committee.

All members are expected to:

- Actively engage in committee activities and promote the activities of AODA Advisory Committee;
- Review and/or approve documents and materials shared prior to the scheduled;
- Actively participate in specialized subcommittees and working groups where it aligns with their area of work and expertise;
- Provide input and recommendations on the Multi-Year Accessibility Plan and Annual Accessibility Reports through regular status reporting; and
- Act as an accessibility champion for YRDSB.

## 5. Co-Chair Responsibilities

The Human Rights Commissioner and Accessibility Officer will act as co-chairs of the AODA Advisory Committee. In addition to the roles, responsibilities and expectations outlined in

sections 2 and 4, responsibilities specific to the co-chairs include:

- Inspiring, stimulating and guiding the activities of the AODA Advisory Committee;
- Organizing and chairing each meeting, while ensuring that agendas, minutes and supporting materials are distributed prior to each meeting;
- Preparing the Annual Accessibility Report and updating the Multi-Year Accessibility Plan (as needed) in consultation with the AODA Advisory Committee; and
- Meeting with the Director of Education on an annual basis or as required to provide updates on key issues.

## **6. Accountability and Reporting**

The AODA Advisory Committee is accountable to the Director of Education. The completed Annual Accessibility Report and any revisions to the Multi-Year Accessibility Plan will be presented to Executive Council and subsequently to Board Standing Committee each fall for Board approval.

## **7. Quorum**

Quorum shall be twelve (12) members. If required for quorum, any member who is not in attendance at a meeting can vote via teleconference. If quorum is not present within thirty (30) minutes, attendance will be called and the names of the members present will be recorded. The meeting may continue in an informal setting with any proposed motions or actions to be tabled at the subsequent AODA Advisory Committee meeting.

## **8. Compensation**

There is no compensation for members of the AODA Advisory Committee for their participation.