

**ENABLE YORK**  
**Terms of Reference**  
**March 2017**

**1. MISSION**

Enable York aims to foster an inclusive environment for persons with disabilities and those encountering disabling circumstances at York University. The Committee works in a collaborative framework to reduce ableism/disablism (including, but not limited to, sanism, sizeism, audism) and to consider how they may intersect and interact with gender, sex, race, social and economic class, and religious and ethnic identifications on York University's campuses. Furthermore, Enable York is an ally to and advocates for, and with, persons with disabilities within the York University community.

**2. ESTABLISHMENT**

Enable York was formerly known as Access York and prior to that as the Advisory Committee on the Handicapped and Learning Disabled.

In 2014, as a result of a visioning session facilitated by Learning & Organizational Development it was decided that the committee be reorganized under the auspices of York's Centre for Human Rights, Equity and Inclusion. It was agreed that this move would facilitate increased representation of faculty and staff with disabilities and allow for more direct lines of communication with offices and units able to resolve the access issues that members of the York community with disabilities encounter.

It was further decided that the name for the committee should be changed from Access York to Enable York in order to reflect the committee's mandate and a more comprehensive approach to the issue of access.

Following its predecessors, Enable York focuses on raising awareness and meeting the needs of persons with disabilities at York, including students, faculty and staff, and functions in an advisory capacity to the Presidential Advisory Committee on Human Rights (PACHR).

**3. INSTITUTIONAL ADVOCACY**

**3.1.** Enable York will serve as an institutional advocate against systemic barriers.

**3.2.** Committee members may serve on pan-university committees and task forces in order to provide proactive consultation on new and existing policies and projects, and forestall and rectify new and existing systemic barriers.

**3.3.** Enable York will serve as an education and community consultation resource at York University.

## **4. COMMUNITY CONSULTATION**

**4.1.** Enable York operates based on community input and consultation. In order to meaningfully engage students, staff and faculty with disabilities at York, the Committee commits to proactively survey the community for their experiences of barriers at York University.

**4.2.** Community engagement involves targeted yearly roundtables, including but not limited to:

- Undergraduate Student Experiences
- Graduate Student Experiences
- Faculty/Staff Experiences

**4.3.** Enable York, in consulting community members, identifies systemic barriers, pursues solutions, and reports back to the community regarding access initiatives through mechanisms set out in Section 9.

## **5. MEMBERSHIP**

**5.1.** Enable York is comprised of 15 members, 11 voting and 8 ex officio, including:

**5.1.1.** Voting Members:

- 2 Co-chairs (one faculty or staff and one student)
- 4 students (undergraduate or graduate student)
- 5 faculty/staff (with at least one faculty and one staff)

**5.1.2.** Ex Officio Members:

- Case Resolution Advisor or Education & Communication Advisor (representing the Centre for Human Rights, Equity and Inclusion)
- YFS Equity Representative or designate
- GSA Equity Representative
- Equity Representative from up to 2 Employee Groups
- Counselling and Disability Services – Keele Campus
- Counselling and Disability Services – Glendon Campus
- AODA Coordinator

**5.2.** Membership on Enable York is open to all campus community members who demonstrate interest in and commitment to issues of disability and the way they may intersect with broader human rights issues.

**5.3.** The Committee strives to reflect the diversity of York University's community, including, but not limited to, a diverse representation of self-identified persons with disabilities, as well as diversity in terms of sexuality, gender, race, religion, ethnicity and class, etc. and to be sensitive to the intersection of marginalized identities.

**5.4.** The Committee strives for representation of staff, faculty, and students of the York University community.

## **6. COMMITTEE RESPONSIBILITIES**

### **6.1. Co-Chairs**

**6.1.1.** The Co-Chairs are recommended by the Committee via simple majority and are appointed by the President for up to a three-year term with the opportunity for one consecutive term renewal.

**6.1.2.** The Co-Chairs' responsibilities include:

- Coordinating the work of the Committee
- Preparing and distributing the agenda
- Reporting on progress of the Committee's work to PACHR
- Working with the Centre of Human Rights, Equity and Inclusion in matters related to the committee

### **6.2. Committee Members**

**6.2.1.** Committee members are appointed for a term of two years, with the possibility for one consecutive term.

**6.2.2.** Two committee members, including one student representative and one faculty/staff representative, will sit on the York University Accessibility Fund adjudication committee.

**6.2.3.** Committee members shall be considered in good standing as long as they are contributing members to the Committee. Contributing committee members responsibilities usually include:

- Prepare for, attend and participate in meetings and other work of the Committee
- Chair and/or serve on ad hoc subcommittees

The Committee may request members to confirm whether they wish to participate as contributing members. Members who decline or who do not respond within the established timeline shall be administratively removed from the committee.

## **7. SUB-COMMITTEES**

**7.1.** The Committee may strike ad hoc sub-committees to manage specific projects and responsibilities of the Committee.

**7.2.** The sub-committees will report regularly to the Co-chairs and the Committee.

## **8. MEETINGS**

**8.1.** Committee meetings are called by the Co-chairs and are normally held monthly or as required.

**8.2.** There will be a minimum of one meeting during the summer months (June, July, and August) in order to ensure continuity.

**8.3.** Any member of the Committee may ask the Co-chairs to call a meeting, and the Co-chairs will determine whether such a meeting is required.

**8.4.** A meeting agenda and relevant material will be sent out one week in advance of the meeting.

**8.5.** Carried motions require a simple majority vote of all voting members in good standing. The Co-chairs will only vote to break a tie.

**8.6.** Quorum includes a simple majority of voting members in good standing. In the event quorum is not met, decisions carried shall be sent to all voting members via email with a given timeline to indicate their assent or dissent.

**8.7.** Co-Chairs may invite non-members including faculty, students, (senior) administrative staff, and others to participate in meetings from time to time.

## **9. REPORTING AND TRANSPARENCY**

**9.1.** Enable York reports annually to Presidential Advisory Committee on Human Rights (PACHR).

**9.2.** Meeting minutes, PACHR reports, and summaries of all roundtables will be available in accessible formats through the Enable York Website.

## **10. SUPPORT**

**10.1.** Enable York is supported by the Centre for Human Rights, Equity and Inclusion. Enable York receives administrative support from the Centre for Human Rights, Equity and Inclusion, including an annual 0.5 course release for the Faculty Co-Chair, and resources and budget permitting staff to help support the committee, as well as financial support for university wide disability related initiatives and events.

**10.2.** The Centre for Human Rights, Equity and Inclusion will make available a Case Resolution Advisor or Education & Communication Advisor to support the work of Enable York and facilitate a direct line of communication with the Director of the Centre for Human Rights, Equity and Inclusion.

## **11. REVIEW**

**11.1.** The Terms of Reference are to be reviewed by the Committee every three years.