

CAPE

Accessibility, Health, and Safety
Subcommittee (AH&S)

Terms of Reference

March 2024

TABLE OF CONTENTS

Purpose.....	3
Membership and Voting	4
Chair.....	6
Responsibilities	7
Meeting frequency.....	9
Reporting	10
Staff support	11
Coming into force	12

PURPOSE

In accordance with CAPE's principles and objectives, the Accessibility, Health, and Safety Subcommittee (the Subcommittee) assists the National Executive Committee (NEC) in:

1. Creating an accessible, healthy, and safe union for the Association's members and staff,
2. Developing and maintaining best practices, policies, and protocols to support the full, safe, and equitable participation of CAPE members and persons with disabilities in the workplace and the union,
3. Advocating for members' diverse and underrepresented perspectives, including lived experience with disability, within the Association and its campaigns, and
4. Organizing members on issues of Accessibility, Health, and Safety to improve the conditions of their workplace.

The Subcommittee reports to the NEC.

MEMBERSHIP AND VOTING

- The Subcommittee will be composed of:
 - A minimum of three NEC members (maximum of six), as voting members.
 - A Chair and two Co-Chairs: one Co-Chair of Accessibility and one Co-Chair of Health and Safety.
 - The Chair must be a member of the NEC.
 - The Chair and Co-Chairs will be voting members.
 - The NEC President as an ex-officio (non-voting) member.
 - At least one member of the Association's staff, designated by the President, as a non-voting member.
 - The Subcommittee will be open to a maximum of six Regular Members (as voting members) not to exceed the number of voting NEC members.
 - The maximum total Subcommittee size will be 12 voting members (including NEC members).
- Quorum will be a majority of voting members.
- Where necessary, Committee members will vote on activities by simple majority with the Chair casting the deciding vote in the event of an equal number of yays and nays.

- The Subcommittee has the authority to form additional or ad hoc caucuses or working groups, which could include the appointment of CAPE members, as needed.

CHAIR

- The Chair has the following responsibilities:
 - Call meetings, in consultation with Subcommittee members.
 - Draft the agenda, in consultation with Subcommittee members.
 - Ensure effective conduct of Subcommittee meetings.
 - Ensure accessibility of all Subcommittee meetings, products, materials, and outreach.
- The Chair, Co-Chair Accessibility, and Co-Chair Health and Safety share the responsibility to:
 - Review the minutes of the Subcommittee, ensure they are approved by the Subcommittee and are posted on the website.
 - Present recommendations of the Subcommittee to the NEC.
 - Report on the Subcommittee activities at NEC meetings.
- The Co-Chair Accessibility and Co-Chair Health and Safety will take on the Chair responsibilities when asked by the Chair or when the Chair is absent.

RESPONSIBILITIES

- Review CAPE's programs, policies, strategies, services, and structures as requested by the NEC to ensure accessibility and disability inclusion.
- Conduct an ongoing review of accessibility, health and safety barriers to ensure CAPE members with disabilities are actively involved in the development of program, policies, strategies, services and structures.
- Recommend amendments to CAPE's programs, policies, strategies, services, and structures to the NEC, where appropriate.
- Create and maintain an ongoing two-way channel of communication with CAPE members with disabilities to review and/or organize around programs, policies, strategies, services, structures, or other key topics that impact their full and equitable participation in the workplace and in the union via:
 - 3 Accessibility, Health, and Safety (AH&S) Coffee Chat that serve as informal engagement meetings each year where members who self-identify as persons with disabilities and/or who would like to raise workplace health and safety concerns are invited to participate.

- AH&S Inbox for member engagement with the AH&S subcommittee.
- Work with the NEC, other standing committees and subcommittees, and in solidarity with other unions, to support a coordinated approach to addressing emerging and systemic issues for members, including potentially developing campaigns.
- Increase awareness of accessibility, health, and safety by building capacity of members (e.g., mentorship, building reference materials such as “Know Your Rights” documents) and organizing events (e.g., training).
- Supporting the Association with communications related to the Subcommittee’s activities (e.g., promoting National AccessAbility Week).
- Advocate for, mobilize, and organize members with disabilities’, centering their perspectives and lived experience.
- Monitor efforts by the Government of Canada and the Association to advance accessibility, health, and safety, analyze results to understand their progress, gaps, and ongoing challenges and develop union pressure for accountability.

MEETING FREQUENCY

- The Subcommittee will meet virtually every three weeks for 40 minutes when the NEC is sitting (i.e., excluding July, August and December).
- Meetings will be scheduled starting on the third Wednesday of when the NEC returns from a break (i.e., January and September).
- Special meetings may be added to discuss pressing matters in between regularly scheduled meetings.
- Where possible, asynchronous collaboration will be used to advance objectives.

REPORTING

- The Subcommittee will provide verbal updates at NEC meetings and written annual progress reports to the NEC.
- Members can request to review any Subcommittee documents, including supporting schedules and information reviewed by the Subcommittee.

STAFF SUPPORT

- Assist the Chair and Co-Chairs, by:
 - Sending invitations to members for Subcommittee meetings.
 - Circulating relevant documentation among Subcommittee members in an accessible format as requested by the Chair and/or other Subcommittee members.
 - Making necessary arrangements for Subcommittee meetings (e.g., accessibility, and accommodations).
 - Taking, distributing, and publishing the minutes.
- Assist the activities of the Subcommittee, by:
 - Provide timely reports on relevant work by the Association, such as the status of the Association's projects to improve accessibility.
 - Conduct activities requested by the Subcommittee, and approved by the NEC and the President's Office, to support Subcommittee activities (e.g., coordination or research).
- Provide other services to the Subcommittee, as requested, and when approved by the NEC and the President's Office, by the Chair or Co-Chairs.

COMING INTO FORCE

- These newly created terms of reference come into force following approval by the NEC.