

## Office of the Governing Council, University of Toronto

### Procedures for Governors, Campus Council, Board and Committee Members, and Candidates for Election who are Requesting Accommodation for Disabilities

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The University strives to facilitate the inclusion of individuals with disabilities into all aspects of University life, including their participation in the work of Governing Council, its Boards, Campus Councils and Committees. At the same time the University endeavours to protect each individual's privacy, confidentiality and autonomy (University's *Statement of Commitment Regarding Persons with Disabilities*, November, 1, 2004).

In developing its procedures for accommodation requests, the University is committed to compliance with existing legislation [*Ontario Human Rights Code* (OHRC) and portions of the *Accessibility for Ontarians with Disabilities Act* (AODA)]. The University is also mindful that accommodation is a shared responsibility and that, to be effective, the process requires the cooperation of everyone involved. The Office of the Governing Council consults on a regular basis with the University's AODA Officer regarding legislation and policy to ensure that its procedures are in compliance. The procedures outlined below indicate the roles and responsibilities of university offices, and of the person seeking accommodation.

#### Confirmation of Disability

Staff in the Office of the Governing Council does not seek disclosure of the nature of an individual's disability, nor does this Office wish to see supporting documentation. However, in order to ensure that the accommodation provided is appropriate, confirmation of disability documentation ordinarily is a necessary component of the process, as provided under Human Rights legislation. Such documentation should be submitted to one of the following offices; that office will review the documentation and discuss options for required accommodation(s). Upon your identification that you are seeking an accommodation within Governing Council, the office to which you submitted documentation will outline suitable accommodation in the form of an Accommodation Confirmation letter that you will then submit to the Governing Council Office; this letter will not include any confidential information, but rather will confirm an appropriate accommodation plan.

Accessibility Services (St. George students)  
Accessibility Resource Centre (UTM students)  
AccessAbility Services (UTSC students)  
Health & Well-Being Programs & Services (teaching and administrative staff)

Alumni governors and governors appointed by Order in Council may submit their documentation and obtain an Accommodation Confirmation letter from one of the above University offices; alternatively, if such is available, they may present an equivalent Accommodation Confirmation letter from an office that performs a similar function to those offices elsewhere (e.g., from an accessibility office at their workplace).

#### Timeline for Submission of Request:

Requests for services/accommodations should be submitted in a timely manner to allow the relevant office an opportunity to assess your needs and to provide the Accommodation Confirmation that you will submit to the Governing Council Office. **Therefore, it is important to initiate your discussions with the relevant accessibility service at an early date.** You are advised to submit your request form and the Confirmation of Accommodation to the Governing Council as soon as the probable need for accommodation is recognized.

#### Confidentiality:

A request for accommodation, and any individual's accommodation plan, is confidential. The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the *University of Toronto Act*, 1971. Only personal information that is necessary for the purpose of administering the duties of the Office of the Governing Council will be requested and it will be protected at all times in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to <http://www.utoronto.ca/privacy> or contact the Secretary of the Governing Council, Office of the Governing Council, at 416-978-6576.

## Office of the Governing Council, University of Toronto

### REQUEST FOR ACCOMMODATION FOR A DISABILITY<sup>1</sup>

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Name:

Constituency (student/teaching staff/administrative staff/alumni/government appointee):

Status:

- (a) A member of Council, one of its Boards, and/or Committees, or of the University Tribunal
- (b) A candidate running for election to Governing Council
- (c) Other (please specify)

Have you contacted an appropriate University office to arrange for the submission of any necessary documentation to that office and to request an Accommodation Confirmation letter for the Governing Council? Please specify the office with which you are working [Accessibility Services (St. George students), Accessibility Resource Centre (UTM students), *AccessAbility* Services (UTSC students), Health & Well-Being Programs & Services (teaching and administrative staff), one of the above, or other named (alumnus or government appointee).

In the context of your status as provided above, please list the tasks you will need to undertake that are affected by your disability, and indicate the type of accommodation(s) you are requesting (e.g., American Sign Language Interpreter to assist with participation in meetings; assistive device to facilitate review of meeting documentation; an attendant to assist with putting up posters during the election campaign; etc.)

Please provide an estimate of the amount of time associated with each accommodation request listed above that will require payment for work performed by an assistant (e.g., ASL interpreter for x hours per week over a period of y week/months).

Unless otherwise requested, you will be notified of the outcome of your request by email; please provide your email address.

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