

# **TERMS OF REFERENCE**

## **Projects Sub-Committee**

### *Disability Services for Students Policy Implementation Committee*

#### **Purpose**

To manage the process of making physical accommodations.

#### **Membership**

- One Chair
- Director – Disability Services for Students
- Representative from Facilities Management – Architectural Services
- Representative from Facilities Management – Planning and Development
- Representative from the Implementation Committee – Disability Services for Students
- Two Student Members

#### **Meetings**

The Committee shall meet a minimum of twice per academic year. Meetings will be called by the Chair. The Chair of the committee shall be appointed at the last meeting of the previous academic year.

#### **Term of Reference**

While maintaining consistency and congruency with the Terms of Reference of the University of Saskatchewan Policy on Disability Services for Students, the projects sub-committee will:

- Be the first contact for all requests for changes to the physical environment to improve accessibility;
- Review and prioritize requests for physical accommodations;
- Review and prioritize on-going accessibility projects;
- Prepare an annual budget request to be submitted to the Division of Facilities Management's Capital Budget;
- Study and pursue alternatives for emergency requests;
- Submit to the Division of Facilities Management the necessary project outlines of work to be done;
- In January, each year, prepare a list of known projects, submit project outlines to the Division of Facilities Management for cost estimating and scheduling, and prepare an annual budget for submission to the Division of Facilities Management; and
- Approximately in April and September, each year, review the disclosure forms received and begin the budget process