



Task Force Groups of the Accessibility Coordinating Committee TERMS OF REFERENCE

1. Mandate

The Task Force Groups “TFGs” are smaller groups of the Accessibility Coordinating Committee “ACC” and have been formed to achieve project results in a timely fashion and to ensure there are a group of people with the applicable knowledge and expertise to accomplish this. The goal is to achieve the requirements of the *Accessibility for Ontarians with Disabilities Act* “AODA” by the deadline dates to ensure compliance by Durham College “DC”.

2. Background

DC is committed to providing an accessible environment for all people attending or visiting the campuses. The ACC has achieved a great deal and would like to continue to expand on these achievements. As well, we are required to comply with the AODA by specific legislated dates and with the completion of annual Accessibility Plans. The TFGs will assist with achieving the accessibility goals of the annual Accessibility plan in a timely manner.

3. Purpose

The purpose of the TFGs are to ensure that all individuals who are part of the ACC, both internal members of DC and external community members, are given the opportunity to participate in any of the groups to provide knowledge and assistance to develop and implement the requirements of the AODA.

4. Meetings

Task Force group leader will be determined by the co-chairs of ACC in consultation with the Task Force Group members. Meetings will be held on a monthly basis as needed. Meetings will be documented and will outline action items and dates for items to be completed. The TFGs collaborate to determine how to conduct meetings and ensure they are on schedule to complete the individual group mandates within the timeframe. The discussions will be documented and reported at the ACC meetings.

TGF’s are expected to meet in person at least one time. Subsequent meetings may be conducted in person, or by telephone or web conference. All members will receive updates of meeting discussions.

5. Decision Making and Reporting

The TFGs will work together to complete the requirements for presentation to the co-chairs of the ACC and final approval by the ACC before moving forward to leadership team.