

Interregional Advisory Committee for Library Accessibility

Terms of Reference

Approved	AVRL, CEHPL, CBRL, WCRL, CPL	Implementation Date	October 2020
Revised	October 22, 2020	Recommended Review Date	October 2021

PURPOSE

The Interregional Advisory Committee for Library Accessibility (IACLA) provides advice on identifying, preventing, and eliminating barriers to people with disabilities in programs, services, initiatives, and facilities. The Committee plays a pivotal role in helping the five (5) participating regional library boards (e.g. **Annapolis Valley Regional Library, Cape Breton Regional Library, Colchester-East Hants Public Library, Cumberland Public Library, and Western Counties Regional Library**) become accessible and meet their obligations under Nova Scotia's Accessibility Act.

ROLE

The Interregional Advisory Committee for Library Accessibility shall:

- 1) Advise on the preparation, implementation, and effectiveness of its accessibility plan. In accordance with the Accessibility Act, the plan must include:
 - a. a report on measures the public sector body has taken and intends to take to identify, remove, and prevent barriers
 - b. information on procedures the public sector body has in place to assess the following for their impact on accessibility for people with disabilities: any proposed policies, programs, practices, and services any proposed enactments or by-laws
 - c. any other prescribed information
- 2) Review and update its accessibility plan at least every three years, in accordance with the act.
- 3) Consult with stakeholders on accessibility in the organization.
- 4) Identify and advise on the accessibility of existing and proposed services and facilities.
- 5) Advise and make recommendations about strategies designed to achieve the objectives of the organization's accessibility plan.
- 6) Receive and review information from staff and senior leadership, and make recommendations, as requested.
- 7) Assist in monitoring compliance with federal and provincial government directives and regulations

COMPOSITION AND TERMS OF APPOINTMENT

Members

The Accessibility Advisory Committee shall have ten (10) members:

- a) At least half of the members must be people with disabilities or represent organizations that represent people with disabilities, in accordance with the act.
- b) Membership shall include one representative from each of the five (5) participating library regions. Library representatives may assign alternates to vote/attend meetings in their absence.

Resource Persons

Resource persons, such as a subject expert, may attend at the request of the Committee.

Membership Terms

The members of the Accessibility Advisory Committee shall be appointed for a term of two (2) years.

Quorum

Meetings shall proceed where there are at least three (3) representatives from each party (disability community representatives and library representatives).

Attendance

Attendance If anyone is absent for three consecutive meetings without just cause, they will be dismissed from the Committee.

ROLES / FUNCTIONS

The Committee shall elect a Vice-Chair and Recorder every year. The Chair of the Committee shall be a representative of a participating library region. The Chair's term shall be two years and shall rotate in alphabetical order, based on the region's name.

Chair

In consultation with the Vice-Chair, the Chair is responsible to:

- 1) Prepare and distribute the meeting agenda to all members at least one week before the meeting;
- 2) Chair meetings and ensure all agenda items are covered;
- 3) Encourage participation of all members;
- 4) Research and find information, as necessary;
- 5) Review the Committee's Terms of Reference bi-annually.

Vice-Chair

The Vice Chair is responsible to:

- 1.) Support the Chair;
- 2.) Fill in as Chair as required.

Recorder

Minutes of all Interregional Advisory Committee for Library Accessibility meetings are required. The recorder will be responsible to:

- 1) Take minutes of the meeting and present the draft to the Chair for review;
- 2) Distribute draft minutes to the Committee.

FREQUENCY OF MEETINGS

- 1.) The Interregional Advisory Committee for Library Accessibility shall meet virtually on a bi-monthly basis, or as required.
- 2.) Meetings shall be open to the public. Links to attend meetings shall be provided following an expression of interest to the hosting library.