

# Interregional Advisory Committee for Library Accessibility

## Terms of Reference

<b>Approved</b>	AVRL, CEHPL, CBRL, WCRL, CPL, ECRL	<b>Implementation Date</b>	October 2020
<b>Revised</b>	October 22, 2020	<b>Recommended Review Date</b>	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 six (6) participating regional library boards (e.g. Annapolis Valley Regional Library, Cape Breton Regional Library, Colchester-East Hants Public Library, Cumberland Public Library, Western Counties Regional Library, and Eastern 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 twelve (12) 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 six (6) 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 (4) 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.