

# Appendix A.

## Sample terms of reference for an Accessibility Advisory Committee

### ***Purpose***

The Accessibility Advisory Committee provides advice to council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the Municipality of \_\_\_\_\_ become an accessible community and meet its obligations under Nova Scotia's Accessibility Act.

### ***Role***

The Accessibility Advisory Committee shall:

- 1) Advise council 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 municipality has taken and intends to take to identify, remove, and prevent barriers
  - b) information on procedures the municipality 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 the community on accessibility in the municipality .
- 4) Advise council on the impact of municipal policies, programs, and services on people with disabilities.
- 5) Review and monitor existing and proposed municipal bylaws to promote full participation of people with disabilities, in accordance with the act.
- 6) Identify and advise on the accessibility of existing and proposed municipal services and facilities.
- 7) Advise and make recommendations about strategies designed to achieve the objectives of the municipality's accessibility plan.

- 8) Receive and review information from council and its committees, and make recommendations, as requested.
- 9) Assist in monitoring compliance with federal and provincial government directives and regulations.

### ***Composition and Terms of Appointment***

The Accessibility Advisory Committee shall have \_x\_ members. At least half of the members must be people with disabilities or represent organizations that represent people with disabilities, in accordance with the act.

The members of the Accessibility Advisory Committee shall be appointed by Council for a term of \_x\_ years, and in accordance with the \_\_\_\_\_ Policy.

The Committee shall elect a Chair and Vice-Chair every year.

### ***Meetings***

The committee shall meet at least \_\_\_\_\_ times per year, or as needed to fulfill its duties. Meetings of the Accessibility Advisory Committee shall be open to the public. Quorum shall be determined by the \_\_\_\_\_ Policy.

The committee may establish working groups to explore specific issues related to the accessibility plan and/or to other responsibilities. A working group may include additional members from the community who are not Advisory Committee members. The chair of a working group must be a member of the Accessibility Advisory Committee.