

Appendix A.

Sample Terms of Reference for an Accessibility Advisory Committee

Purpose

The Accessibility Advisory Committee 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 _____ become accessible and meet its obligations under Nova Scotia's Accessibility Act.

Role

The Accessibility Advisory Committee 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

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 for a term of _x_ years.

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

Meetings

The committee shall meet at least x times per year, or as needed to fulfill its duties.

Quorum shall be _____.

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