

RCEs AND CSAP JOINT ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

MANDATE

Under the Nova Scotia Accessibility Act, the Regional Centres for Education (RCEs) and Conseil scolaire acadien provincial (CSAP) must establish an Accessibility Advisory Committee to advise the RCEs and CSAP on accessibility. The RCEs/CSAP AAC will provide advice on identifying, preventing and removing barriers for students and staff with disabilities, including the development, implementation and review of Accessibility Plans, among other roles as identified by the RCEs/CSAP.

ROLE

The Accessibility Advisory Committee will:

- 1) Advise on the preparation, implementation, and effectiveness of the RCEs/CSAP joint accessibility plan.
- 2) Advise on the review and updating of the RCEs/CSAP accessibility plan at least every three years, in accordance with the Act.
- 3) Advise on consultation with partners regarding accessibility within the RCEs/CSAP.
- 4) Advise on accessibility barriers in existing and proposed programs, services, policies and facilities.
- 5) Advise on strategies designed to achieve the objectives of the RCEs/CSAP accessibility plan.
- 6) Receive and review information from RCEs/CSAP staff and senior leadership, and make recommendations, as requested.
- 7) Submit an annual report of its activities.

ACCOUNTABILITY

- The Accessibility Advisory Committee is accountable to the RCE/CSAP Accessibility Planning Working Group
- An RCE or CSAP staff person will be designated to coordinate and advise the Committee.

MEMBERSHIP

- Members will be selected through an application process developed by the Accessibility Planning Working Group. Applications will be received and coordinated through the Nova Scotia Education Common Services Bureau.
- Members will be RCE/CSAP partners, such as staff, students, community partners, and community members.
- The Committee will be comprised of 16 members: 2 members representing CSAP, and 2 members representing each RCE.

- To ensure overlapping terms, each RCE and CSAP will initially have one 2-year term member and one 3-year term member to start, and subsequent 2-year terms for each after that.
- In accordance with the Accessibility Act, at least one half of the membership will be persons with disabilities or from an organization that represents persons with disabilities.
- Attention will be given to ensuring diversity of first voice, expertise, and lived experience across the membership.
- The Accessibility Advisory Committee will appoint a Chair and Vice Chair.

MEETINGS

- Meetings will be held at least quarterly or as needed to fulfill its duties.
- All Committee meetings, materials, and communication will be accessible to members with disabilities.
- Quorum shall be one half of active members plus one.
- Decisions will be made based on consensus, whenever possible. If consensus cannot be achieved, members may choose to put matters to a majority vote.
- The AAC may establish working groups to explore specific issues related to the accessibility plan or other responsibilities. A working group may include members who are not AAC members. The chair of a working group must be a member of the AAC.
- Meeting agendas will be prepared in advance, and meeting summaries will be distributed following each meeting.

COMPENSATION

- Committee members will be reimbursed for travel and expenses for in person meetings.