

InterLINK Accessibility Advisory Committee

Terms of Reference

1. Purpose and Mandate

An Accessibility Committee is a requirement of the Accessibility B.C. Act in which organizations must establish an Accessibility Committee, an accessibility plan, and a tool to receive feedback on Accessibility.

The InterLINK Accessibility Advisory Committee is established to develop an Accessibility Plan to advise participating libraries on other related accessibility-focused initiatives.

The created plan will be in compliance with the Accessible BC Act and will provide actionable recommendations for libraries. The Committee recommendations are non-binding and intended to be advisory in nature.

2. Accountability

The Accessibility Advisory Committee reports to the Accessibility Steering Committee.

The Accessibility Advisory Committee members will remain accountable to the terms laid out in this document and to a timely completion of the plan as discussed in the deliverables. At all times the community members are mindful of their accountability to their communities.

3. Scope

3.1 In Scope

- Establishing a timeline for completing the Accessibility Plan
- Creating an Accessibility Plan within the timeline
- Establishing a review cycle for the Accessibility Plan
- Developing a feedback process for community input
- Providing recommendations for member libraries as part of the Accessibility Plan

3.2 Out of Scope

- Requiring libraries act on recommendations or advice specified in the Accessibility Plan
- Developing specific recommendations or internal action plan for specific libraries in alignment with the Accessibility Plan
- Providing or certifying use of funding for Accessibility Plan action items (funding for incentives is within the scope of the member libraries themselves)

4. Deliverables

- Developing an Accessibility Plan
- Developing a review process for the Accessibility Plan
- Developing a feedback process for community input
- Providing informal recommendations to member libraries based on community feedback

5. Membership

Group membership consists of 4 representatives from the 6 participating library systems and 4 community members with lived experience whom are part of participating library municipalities.

One InterLINK representative sits on the Committee in an ex officio capacity.

6. Membership Term

Community members – voluntary 2-year staggered terms which can be renewed

Library members – appointment and term length determined by Steering Committee

7. Roles and Responsibilities

Chair

- Create an agenda
- Chair the meeting
- Review minutes

InterLINK

- Supports collaborative administration, including budgets and finances
- Send meeting invites
- Hold meeting spaces
- Take minutes
- Post agenda to InterLINK website
- Report progress to Steering Committee

Library Members

- Review agenda
- Participate in discussion
- Participate in drafting of Accessibility Plan and other related documents
- Review minutes

Community Members

- Review agenda
- Participate in discussion
- Share and advise
- Review minutes

8. Meetings and Related Work

8.1 Meeting Frequency:

- 1 hour monthly via zoom
- Frequency to be reviewed in September 2024.

8.2 Agenda:

- Agenda items should be sent to the Chair in advance of the meeting.
- The agenda should be prepared and distributed by InterLINK to attendees prior to the meeting.

8.3 Participation in meetings and Decision Making:

- Members will make reasonable attempts to attend meetings and support related work as needed.
- Decisions will be made by consensus. The primary function of consensus decision-making is to incorporate everyone's voice into the group's decision as much as possible such that all legitimate concerns of individuals have been addressed to the satisfaction of the group. Consensus decision-making does not mean that all parties are completely satisfied with the final outcome (i.e. that it is their most preferred solution), but that the decision is acceptable to all because no one feels that their vital interests or values are violated by it.
- For significant decisions, motions will be brought to meetings after discussions:
 - o A motion must be raised by one committee member and seconded by another committee member.
 - o Upon creation of a motion, two committee members must approve the motion for it to be formally passed.

9. Code of Conduct

- Members will ensure communication is respectful and confidential.
- While the committee attempts to come to a consensus during discussions, there may be times where full consensus is not achievable. In those cases, the committee will break and discuss respectful disagreement and how best to proceed, whether through a majority vote or another mechanism.

10. Confidentiality

All discussions are confidential to protect privacy. Participants will not discuss specific shared details outside of committee meetings without explicit permission from committee members. As such, only agendas will be posted to the InterLINK website.

11. Review of the Terms of Reference

These Terms of Reference will be reviewed at the conclusion of the inaugural year of operation and following that in a 5-year review cycle. The function of the committee should be adapted to reflect evolving needs and circumstances. If additions need to be made within the 5-year review period, they may be approved on a motion and incorporated as addenda.