

Accessibility Standards Advisory Board January 17, 2023 Meeting Summary Report

Attendance:

Debbie Ryan (Chair), Dr. Shawna Matthews (Vice-Chair), Juanita Ford, Les Gilholme, Joshua Menchions, Camille Rose, Trisha Rose, Terri Jean Murray (Director, DPO), Karen Davis (DPO), Kate Dawe (DPO)

Regrets:

Jeffrey Normore

Introduction:

Final documents were shared with the Board members prior to the meeting for their reference, which included the terms of reference and November 18, 2022 meeting summary.

Members were welcomed to the meeting by the Board Chair. The Chair initiated a Question and Answer period to identify board members expertise and areas of interest regarding standard development moving forward.

DPO Director provided an update stating that both the terms of reference and meeting summary for the November 18, 2022 meeting were approved and made accessible to the public on the Accessibility Standards Advisory Boards webpage.

Standards of Accessibility:

A letter recommending prioritization of initial standard(s) was sent to the Minister Responsible for the Status of Persons with Disabilities from the Board Chair, on behalf of the Board.

A discussion was held regarding the process required to establish standard development committees. Once established, these committees will help develop accessibility standards. The Board agreed that members of these committees will have technical expertise and/or lived experience in the standard under development and that organizations, public bodies and departments that may be affected or have responsibilities related to the standard being developed will be represented on these committees. The Board also agreed that development of a Terms of Reference is required

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for each standard development committee following approval from the Minister. These Terms of Reference will clearly identify the roles and expectations of members, as well as a timeline of commitment.

Additional Updates:

- The DPO Director explained the process for developing an intergovernmental committee to help support the development of accessibility standards. DPO will schedule interdepartmental meetings and aim to ensure the team has representation from each relevant department.
- Accessibility Plan –The DPO Director reports that DPO is working closely with the Centre for Learning and Development to create educational materials and training opportunities for public entities, to increase knowledge and awareness of accessibility and accessibility plans in the province.
- The DPO Director provided brief overview of Communications strategy.

Action Items:

- Draft a Terms of Reference template for standard development committees.
- Continued collaboration with other jurisdictions regarding best practices and lessons learned in the process to establish standard development committees.
- Next In-Person Meeting will take place on Monday, April 17, 2023. Location to be determined.