

**Accessibility Standards Advisory Board (ASAB)  
September 11, 2023 Meeting Summary Report  
Fairfield Inn and Suites, St. John's, NL**

**In Attendance:**

Debbie Ryan, Chair, ASAB  
Juanita Ford, Member, ASAB  
Joshua Menchions, Member, ASAB  
Trisha Rose Member, Member, ASAB  
Jeffrey Normore Member, ASAB  
Camille Rose Member, ASAB  
Les Glihome Member, ASAB  
Terri Jean Murray, Disability Policy Office (DPO)  
Karen Davis (DPO), Recorder  
Kate Dawe (DPO)

**Regrets:** Dr. Shawna Matthews, Vice Chair, ASAB

**Introduction**

The Board Chair welcomed members to the meeting. Documents provided for review including the Board Terms of Reference and the Accessible Customer Service Standard Development Committee Terms of Reference. Chair introduced presenters from Accessibility Standards Canada and EmpowerNL.

**Updates to the Board**

- Independent Appointments Commission (IAC):
  - DPO advised that the IAC webpage was updated reflecting the current membership of the Board. This website will provide opportunities for interested individuals to apply for membership when there are vacancies.
- Accessibility Plan Update:
  - DPO and Public Engagement and Planning divisions facilitated training sessions for public entities including Agencies, Boards and Commissions. These sessions focused on how to develop accessibility plans. Accessibility plans are mandatory as per **Accessibility Act**. The deadline for public entities to make their plan public is December 31, 2023.

**Accessibility Standards Canada Presentation**

Philip Rizcallah, Andrée Deslauriers and Mary Reid with Accessible Standards Canada provided the Board with an overview of the progress the federal government has made toward the development of accessibility standards as per the **Accessible Canada Act**.

**EmpowerNL Presentation**

Kathy Hawkins, EmpowerNL, facilitated a presentation to enhance awareness of accessibility, inclusion, and disability confidence.

**Accessible Customer Service Standard Development Committee**

The Board was reminded that the Expression of Interest (EOI) for the Accessible Customer Service Standard Development Committee closed on August 31, 2023. The applications are currently under review.

**Action Items**

- Finalize revisions to the Board's Terms of Reference.
- Update Accessible Customer Service Standard Development Committee Terms of Reference.
- Board Chair to provide monthly email updates to Board members.
- The next Board meeting is virtual and tentatively scheduled for Monday, December 11, 2023.