

**Accessibility Standards Advisory Board
April 14, 2026, Meeting Summary Report
Emera Innovation Exchange, 100 Signal Hill Road**

Attendees: Jeffrey Normore (Chair), Trisha Rose (Vice Chair), Josh Menchions, Juanita Ford, Les Gilholme, Kathleen Parewick, Allison Noseworthy, Terri Jean Murray (DPO), Karen Davis (DPO), Kate Dawe (DPO).

Regrets: Camille Rose

Opening Remarks: Board Chair opened the meeting with a land acknowledgement, welcomed members and reviewed housekeeping items.

Discussion was held on the importance of using plain language in all accessible communications. This ensures information is clearly understood. Some discussion was held around reviewing current Accessible Communications and Public Engagement policies be reviewed to ensure they are aligned with the current ASC Plain Language Standard and Inclusive Public Engagement policy. Board and Vice Chair will draft a letter to the Minister reflecting the above points and providing recommendations for best practice.

DPO Updates:

- Bill 1, The Disability Advocate Act has been advance through third reading in the House of Assembly.
- The draft Accessible Customer Service Standard recommendations status are currently being reviewed for approval
- The Board Activity Plan 2026-29 is expected to be tabled in the House of Assembly soon after the approval process is completed.
- The Annual Report 2025-26 is currently being prepared for the Board's feedback to meet reporting deadlines.

Draft Accessibility Standards Canada Employment Regulations Review

The Board reviewed draft Accessibility Standards Canada Employment Regulations to discuss and identify the potential structure and scope of the terms of reference and recruitment process for the NL standard development committee.

Employment Standard Development Committee Terms of Reference

The Board discussed components of the draft Employment Standard Development Committee Terms of Reference and developed a draft for further review.

Employment Standard Development Committee Expression of Interest

The Board developed a draft employment standard development committee expression of interest for further review.

Action Items:

- Chair and Vice Chair will draft correspondence to the Minister on implementing plain language in reporting and communications.
- Chair will send Disability Policy Office draft employment standard development committee terms of reference and expression of interest documents for further revisions.
- Disability Policy Office's actions to support Board's work:
 - Develop an accessible employment standard jurisdictional scan of across Canada
 - Develop a comparison analysis of Accessibility Standards Canada Employment Standard and the draft accessible employment requirements.
 - Develop a comparison analysis of accessible employment standards in provinces and territories.
 - Send meeting invites for the next Board meetings: June 16 and September 22, 2026.
 - Confirm confidentiality statement language for terms of reference.

Next Board Meeting

The next Board meeting will take place virtually on Tuesday, June 16, 2026, from 9:30am to 12:30 pm.