

Nova Scotia Accessibility Advisory Board Meeting Summary

April 23, 2018, 12:00 – 4:00 pm, 1700 Granville Street, Halifax, NS

Attendance

Board: Doug Foster (Chair), Rosalind Penfound (Vice-Chair), Barry Abbott, Cynthia Bruce, David Caswell, Amy Parsons, Alex Peeler, Gus Reed, Kevin Russell, Marcie Shwery-Stanley, Anne Sinclair

Staff: Gerry Post (Executive Director), Joshua Bates, Amy Middleton, Lashauna Smith

Guests: Jodi Sibley, Communications Nova Scotia

Regrets: Irene Campbell-Taylor

1. Approval of Minutes

- **Motion**: Marcie Shwery-Stanley moved to approve minutes of the March 16, 2018 meeting as presented, with amendment as discussed. Motion seconded, and carried unanimously.

2. Business Arising from Last Meeting

a. Terms of Reference

- Amy Middleton reviewed the final Terms of Reference.

b. Communications Sub-Committee Update and Communications Policies

- Gerry Post provided an update on the board's recent communications sub-committee meeting to discuss and draft policies around inclusive language, external communications, media requests, and communication of meeting proceedings, as outlined in the Board Administrative Policies and Procedures document.
- The board discussed the importance of transparency of meeting proceedings, and whether to open board meetings to the public.
- **Action**: In Media policy, change statement to "When receiving media inquiries, the contact should take the opportunity to advise media of the importance of inclusive language and reporting practices, refer them to the Directorate's language guidelines, and remind them that extra time is often required for arrangements, such as mobility considerations and booking interpreters."
- **Action**: Cynthia Bruce and Rosalind Penfound will send Directorate existing resources on inclusive language guidelines.
- **Motion**: Rosalind Penfound moved that proceedings of the Accessibility Advisory Board be made public by publishing board meeting summaries and minutes. Motion seconded and carried, with two dissenting votes.

- **Motion:** Barry Abbott moved that, at a date no later than October 2018, the Board reconsider the decision whether to open its meetings to the public. Motion seconded and carried unanimously.

c. Voting Policy

- Board discussed draft voting policy, as outlined in the Board Administrative Policies and Procedures document.
- **Action:** Directorate will amend policy to reflect gender neutral language.
- **Action:** Directorate will send Board a summary of Robert's Rules of Order.
- **Motion:** David Caswell moved that the Board adopt the Board Administrative Policies and Procedures (attached) as written, with amendments as discussed. Motion seconded and carried unanimously.

d. Microsoft Teams Update

- Amy Middleton advised that the Directorate received permission from Information, Communications and Technology Services to use Microsoft Teams for board communications and file sharing, but has not yet received access to the software.

3. Executive Director Report

- Gerry Post provided updates to the board on the development of the Government of Nova Scotia's accessibility plan, the work of the Provincial-Municipal Accessibility Working Group, and the first offering of the Rick Hansen Foundation Certification Assessor Training Program at NSCC.
- **Action:** At a later date, Joe Roger, Building Code Coordinator, Department of Municipal Affairs will be invited to meet with the board.

4. Access by Design 2030

a. Online Questionnaire Results

- Amy Middleton presented an overview of the results of the recent online questionnaire seeking input on barriers to accessibility and priorities for standards development from persons with disabilities and those who work for organizations that provide services to persons with disabilities.

b. Draft Consultation Backgrounder

- Lashauna Smith reviewed the draft consultation backgrounder, intended to provide an overview of the consultations completed thus far. This document will be made publicly available prior to the upcoming public engagement sessions.
- **Action:** Board members will submit feedback on backgrounder to the Directorate by Thursday April 26.

c. Public Engagement Sessions

- Joshua Bates provided an update on six in-person public engagement sessions planned for May-June 2018.

- **Action:** Directorate will send board members details of the public engagement sessions when confirmed.

5. Other Business

- **Action:** Include discussion about Anne Sinclair's Introduction to Universal Design course at Dalhousie's School of Architecture as agenda item at next board meeting.

6. Adjournment

- The meeting was adjourned.