

Nova Scotia Accessibility Advisory Board Meeting Summary

Monday, December 10, 2018, 9:30 am – 4:30 pm
NSCC Institute of Technology Campus, 5685 Leeds Street, Halifax

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), Terri Lynn Almeda, Joshua Bates, Kathaleen Fitzgerald, Craig MacKinnon, Amy Middleton, Lashauna Smith

Guest: Janice Brown, Executive Council

1. Approval of Minutes

- **Motion**: Marcie Shwery-Stanley moved to approve minutes of the September 21, 2018 and September 27, 2018 meetings as presented. Rosalind Penfound seconded, and motion carried unanimously.

2. Standards Development Committees Update

- Amy Middleton provided an update on the progress to open the call for applications for members for both the education and built environment standard development committees. The application process is expected to open in early January. Board sub-committees will be reviewing applications and recommending membership to the Board for approval. The Board's recommendations will then be provided to the Minister for approval. **Action**: Board members interested in being a member of a standard development committee will submit an application.

3. Board Governance

- Janice Brown, Executive Council, provided an overview of the governance aspects of agencies, boards and commissions in the public sector, including accountability; roles, responsibilities, and duties; conflict of interest; confidentiality; communications; and recommendations.

4. Board Values

- Amy Middleton facilitated a discussion to develop the board's values to guide their work. **Action**: Accessibility Directorate staff will compile the board's input on values, identify themes and distribute to board members for discussion at an upcoming meeting.
- The Board discussed the importance of transparency of meeting proceedings and options regarding holding meetings open to the public. The Board agreed to maintain the current practice of publishing meeting summaries online, and holding meetings attended by Board members, Directorate staff, and invited guests. The board recognized the importance of communications with the public and requested further discussion on this as a priority for the Board.

Action: Accessibility Directorate will bring forward the board's interest in communications in the work with Communications Nova Scotia to develop a communications strategy.

5. Board Priorities and Key Actions 2018 – 2021

- Lashauna Smith facilitated a discussion to develop the board's priorities and key actions for the remainder of their three-year term. The board confirmed the priorities identified in Access by Design 2030 with an additional priority related to communication.

Action: Accessibility Directorate staff will compile the board's input on actions to support the priorities and distribute to board members for discussion at an upcoming meeting.

6. Next Steps

- The board discussed the potential development of an annual work plan to incorporate key actions related to their priorities as well as timing of annual activities, such as their annual report.

Action: Accessibility Directorate staff will develop a draft work plan for the board's consideration and distribute to board members for discussion at an upcoming meeting.

7. Adjournment

- The meeting was adjourned.