

Meeting Summary - Accessibility Advisory Board Meeting #1

November 22, 2024, 9:00-2:00

Radisson Kingswood Hotel, Fredericton

In attendance: Haley Flaro (Chair), Randy Dickinson, Daphne Enns, Ryan Oulton, Dana Pack, Jake Reid, Rhonda Rubin, Dave Stonehouse, Louise Tardif, Kailha Winter Smith

Regrets: N/A

Presenters: Michael Murray – Assistant Deputy Minister, Department of Post-secondary Education, Training and Labour (PETL); Trish Noble – Director of Policy Research and Labour Market Analysis branch, PETL; Mary-Clare White, Policy Governance and Legislative Affairs, Executive Council Office

Support Staff: Melissa Candy – Senior Policy Advisor, Accessibility Office, PETL; Hayley Morgan – Policy Analyst, Accessibility Office, PETL

The Accessibility Advisory Board met for the first time on November 22, 2024. During this meeting, the Board was welcomed by the Assistant Deputy Minister of the Department of Post-Secondary Education, Training and Labour. Assistant Deputy Minister Murray shared regrets from Minister Townsend and Deputy Minister Mills, who were unable to attend. The Chair of the Board shared a message encouraging members that together, they would put together the best possible recommendations and that her role would be to help reach consensus. The Board received orientation to the advisory board, which included a review of draft Terms of Reference. The board received a presentation providing findings from the Canadian Survey on Disabilities 2022 and provided jurisdictional scan findings on Accessibility Standards Regulations in place in Canada. The Board discussed options and ideas for prioritizing topics for the development of accessibility standard regulations. The meeting ended by validating a tentative schedule for the next two meetings.

The agenda and record of decision are included below.

Agenda Item	Speaker / Facilitator	Decision/Action Item
1. Welcome from PETL	Assistant Deputy Minister	N/A
2. Message from Chair of Accessibility Advisory Board	Board Chair	N/A
3. Introduction of Board Members	Facilitated by Board Chair	N/A
4. Presentation – Orientation, Review of draft Terms of Reference, and Legislative Overview	Accessibility Office	Decision: Board approved the Terms of Reference with a few small amendments to clarify that in-person meetings would be hybrid with a virtual option, and the process to claim per diems.

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		<p>Decision: Board agreed to have a discussion on guiding principles/values at the next board meeting which could be incorporated into the Terms of Reference.</p> <p>Action: Office to find answers to expense-processing questions and report back to Board.</p> <p>Recommendation: the Board provided a recommendation to the Minister to appoint two additional board members with a specific focus on increasing the diversity of the board related to regional, linguistic, and indigenous representation.</p> <p>Action Item: Following the overview of the confidentiality agreement, the Board requested key messages that can be used when answering questions about the Board.</p> <p>Action Item: Board requested that Office provide a skills matrix based on existing board composition.</p> <p>Decision: Board decided to recommend to the Minister that a draft Accessibility Plan template and evaluation framework be shared with the Board for feedback.</p>
5. Health Break		
6. Presentation – Findings from the Canadian Survey on Disabilities 2022, and jurisdictional scan findings on Accessibility Standards Regulations	Accessibility Office	N/A
7. Board discussion on priority areas for accessibility standard development	Facilitated by Board Chair	This discussion was combined with Agenda item #9.
8. Lunch		
9. Board discussion - approach to prioritizing areas for accessibility standards regulation development and planning for engagement with persons with a disability	Facilitated by Board Chair	<p>Recommendation: the Board discussed preliminary recommendations on priority areas to address in the first and second phase of accessibility standards regulation development.</p> <p>Action Item: Accessibility Office to analyze the feasibility of the preliminary recommendations on priority areas for standards development and present a draft workplan at the next board meeting.</p>

Agenda Item	Speaker / Facilitator	Decision/Action Item
10. Wrap-up / Next Steps	Facilitated by Accessibility Office	Decision: Planning for engagement was deferred to the next meeting. Action Item: Tentatively scheduled the next two board meetings – Virtual meeting mid-January and Hybrid meeting early March.