

**SUMMARY OF DISCUSSIONS OF THE  
INFORMATION AND COMMUNICATION  
STANDARD DEVELOPMENT SUB-COMMITTEE  
8:30 A.M. – 12:00 P.M., THURSDAY, FEBRUARY 22 , 2018  
DXC TECHNOLOGY, 6<sup>TH</sup> FLOOR, 200 GRAHAM AVENUE**

**Present:** Lisa Snider (Chairperson), Tanis Woodland, Jim Hounslow, Tony Sailor, John Wyndels (DIO)

**Regrets:** Carol Bartmanovich

This is the first meeting of the sub-committee established to develop a proposed Information and Communications Standard for review by the committee. At this point, the sub-committee has three meetings scheduled before the committee meets again.

Lisa suggests we put the proposed standard together in a language that is similar to the customer service standard. This would be easier for the Accessibility Advisory Council, who are responsible for approving the proposed standard before it is public posted, to understand what the committee is proposing.

John reminds the sub-committee that the legislative drafter will phrase things in a manner that best suits what he feels reflects the wishes of the council. The way the proposed manner is structured may vary considerably from the council's report that provides recommendations for the proposed standard.

Emergency policies and procedures will be a separate section. Training will also be a separate section. Reasonable accommodations and undue hardship was briefly discussed as was new, current, legacy and archived. These topics will be revisited.

Lisa will develop a model for the proposed standard. It will be shared prior to the meeting and discussed at the next meeting.

The meeting adjourned at 10:45. The next meeting is Thursday, March 1 at 8:30 at DXC Technology, 200 Graham Avenue. The date of the following sub-committee meeting will be Wednesday, March 7.