

Advisory Committee on Accessibility
October 19, 2020
ZOOM MEETING
5:00 PM

Attendance:

Members: Barry Martin, Chair, Robert Hunn, Vice-Chair, Jewell Lofsky, Rita Lam, Anna Giallonardo, Nahid Verma, Kaushi Ragunathan, Meenu Khanna, George George, Laura Meffen and Valerie Kitazaki

Staff: Mona Nazif, Senior Manager of Human Resources and Client Services, Grace Lombardi, Acting Elections and Committee Coordinator, and Laura Gold, Council/Committee Coordinator

Regrets: Elaine Vollett

Agenda Item	Discussion	Action
1. Call to Order	The Advisory Committee on Accessibility convened at 5:03 PM.	
2. Terms of Reference	<p>Mona Nazif, Senior Manager of Human Resources and Client Services presented the Advisory Committee on Accessibility Terms of Reference to the Committee.</p> <p>The Committee discussed the following:</p> <p><u>Markham's Accessibility Plan</u></p> <ul style="list-style-type: none">• The Committee reviewing the City's Accessibility Plan;• The process for updating the Accessibility Plan;• The Committee's linkage to the Accessibility Plan. <p><u>Legislative Requirement</u></p> <ul style="list-style-type: none">• Ensuring the Terms of Reference is consistent with the current <i>Accessibility for Ontario's with Disabilities Act (AODA)</i>. <p><u>City By-Laws, Policies, and Sub-Division Plans</u></p> <ul style="list-style-type: none">• How is it determined which policies and by-laws are brought to the Committee	

Agenda Item	Discussion	Action
	<p>for its feedback from an accessibility perspective.</p> <p><u>Councillor Membership</u></p> <ul style="list-style-type: none"> • Having an additional Councillor appointed to the Committee. <p><u>Evaluation and Review</u></p> <ul style="list-style-type: none"> • Reviewing the Committee's goals and objectives on an annual basis to evaluate if it is achieving its objectives. <p><u>Sub-Committee</u></p> <ul style="list-style-type: none"> • Committee asked if it could review its Sub-Committees, including their membership, and Chairs at the next meeting. <p><u>Audits</u></p> <ul style="list-style-type: none"> • Committee noted that it conducted two private audits (COSMO Music Festival, and Markham Fair), and one public audit (Markham Civic Centre). <p>In response to inquiries from the Committee, staff advised that Council or staff may ask for the Committee to provide feedback from an accessibility perspective on a City policy, site plan, by-law, or staff report.</p> <p>In the recent years, the Committee has been asked to provide feedback from an accessibility perspective on site plans of plazas, medical buildings, and on major renovations or on new construction of City Community Centres. It has also been asked to provide feedback from accessibility perspective on staff reports related to accessible transportation in Markham.</p>	<p>Review Sub-Committees, including their membership, and Chairs at the next meeting – Laura Gold</p>
<p>3. Orientation Package</p>	<p>Laura Gold, Council/Committee Coordinator delivered a PowerPoint presentation on "Roles and Responsibilities of Members", and responded to inquiries from the Committee.</p> <p>The following feedback was provided:</p> <ul style="list-style-type: none"> • Provide script for Chair; 	

Agenda Item	Discussion	Action
	<ul style="list-style-type: none"> • Add Disclosure of Pecuniary Interest to the Agenda; • Circulate minutes prior to the circulation of the agenda; • Having a Regional Councillor on the Committee to provide a regional perspective. 	
4. Website Update	<p>Mona Nazif advised that the City is in the process of reviewing and updating its website to ensure that all of its web content is accessible, and compliant with the Web Content Accessibility Guidelines under the <i>Accessibility for Ontarians with Disabilities Act (AODA)</i> by the January 1, 2021 deadline.</p> <p>To assist with this project, Essential Accessibility was contracted by the City to review the accessibility of the City's website. Part of its review includes having individuals with various disabilities test the website and report any accessibility concerns. Through this process, approximately 325 accessibility issues with the City's website were identified. The majority of the issues have been resolved.</p> <p>The City has also reached out to the third party vendors of its independent websites (like the Flato Markham Theatre Website) to ensure that they will be compliant with the guidelines. Most third party vendors have already responded that they will be in compliance.</p> <p>Once all the accessibility issues are resolved, the accessibility of the City's website will be tested again and if compliance requirements are met, a certificate of compliance will be provided</p> <p>If the City cannot meet the January 1, 2021 deadline, the City can apply for an extension, but it will need to provide a workplan for resolving any outstanding accessibility issue(s), and the date the issue(s) be resolved.</p>	

Agenda Item	Discussion	Action
	<p>Discussion</p> <p>The Committee advised that it would have liked to have been consulted on the updating of the website to ensure that it meets the Web Content Accessibility Guidelines.</p> <p>Staff advised that the City will continue to make accessibility improvements to the City’s website once this project is complete.</p>	
<p>5. Social Media Update</p>	<p>Mona Nazif advised that the City will start pushing out the “Did you knows” to educate residents on accessibility matters once directed by the Committee.</p>	
<p>6. Accessibility Award</p>	<p>Mona Nazif advised that the nomination deadline was removed from the Accessibility Award Nomination Form, and has been uploaded to the City’s website, as requested by the Committee. Laura Gold was requested to circulate the updated nomination form to the Committee in both a PDF fillable, and Word format. Members can then start seeking nominations.</p> <p>Committee felt it was nice to nominate residents during the pandemic.</p>	<p>Circulate the updated Accessibility Award Nomination Form – Laura Gold</p>
<p>7. Business Plan</p>	<p>Laura Gold, Council/Committee Coordinator reviewed the Committee’s 2019 Business Plan. Committee Members updated the status of each business plan item. The revised business plan with the Committee’s feedback was circulated to the Committee.</p> <p>The Committee agreed to start working on its 2021 Business Plan at the next meeting.</p> <p>Committee decided to ask Council to consider appointing a Regional Councillor to the Committee to provide a regional perspective on accessibility matters.</p> <p>Moved by Bob Hunn Seconded by George George</p>	

Agenda Item	Discussion	Action
	That the Advisory Committee on Accessibility recommend to Markham Council that a Regional Councillor be appointed to the Committee. Carried	
8. New Business	Jewell Lofsky reported that she reached out to a lawyer regarding disabled minors rights, and indicated they would require a fee to speak to the Committee on this matter. Further discussion on this item was deferred to the next meeting.	
9. Next Meeting Date	The next meeting of the Advisory Committee on Accessibility will be held on November 16, 2020, at 5:00 PM.	
10. Adjournment	The Advisory Committee on Accessibility adjourned at 7:06 PM.	