

**Advisory Committee on Accessibility
Minutes
Monday, March 15, 2021
Zoom
5:00 PM**

Attendance: Barry Martin, Chair, Robert Hunn, Vice-Chair, Councillor Isa Lee, Jewell Lofsky, Rita Lam, George George, Kaushi Ragunathan, Mona, Nazif, Senior Manager HR Client Services and, Laura Gold, Council/Committee Coordinator

Regrets:

Laura Meffen

Nahid Verma

Guests:

Graham Seaman, Manager of Asset Management

Dana Honsberger, Manager of Sustainability & Asset Management.

Agenda Item	Discussion	Action Items
1. Call to Order	The Advisory Committee on Accessibility convened at 5:06 PM with Barry Martin in the Chair.	
2. Markham Civic Centre Facility Audit	<p>Graham Seaman, Director of Asset Management & Sustainability and Dana Honsberger, Manager of Sustainability & Asset Management were in attendance to speak to this item.</p> <p>Dana Honsberger provided a presentation on the Markham Civic Centre Accessibility Audit Report and on how staff will address the audit. The audit will be addressed in three stages, as follows:</p> <p><u>Stage 1</u></p> <p>Short Term – Priority 1</p> <ul style="list-style-type: none">• Items needing immediate attention because they present a significant barrier or safety concern (staff have completed 75% of its short-term priorities);• Items to be completed in 0-1 years. <p>Examples of items: daily building reviews, removal of obstacles and tripping hazards.</p>	

	<p><u>Stage 2</u></p> <p>Medium – Term – Priority 2</p> <ul style="list-style-type: none">• Items that provide an acceptable level of access for persons with disabilities.• Items that require the engagement of a consultant to provide recommendations and assist with the design.• Items to be completed in 1-2 years. <p>Examples of Items: Add chair lift in the Council Chamber, Modification of Chapel entrance to allow access for people in mobility devices.</p> <p><u>Stage 3</u></p> <p>Long-Term – Priority 3</p> <ul style="list-style-type: none">• Items require alterations and construction costs;• Items require the engagement of a consultant to provide recommendations and assist with the design.• Items to be completed in 2-3 years. <p>Discussion:</p> <p>Staff provided the following responses to questions from the Committee:</p> <p>Dana Honsberger advised that if staff find something that needs to be repaired on their walk through of the Civic Centre they will make it a priority to have it fixed. The walk throughs will be done in person. Video cameras will not be used to assist with the walkthrough. There is currently no training for staff doing the daily walkthrough of the building, suggesting that all staff could benefit from this type of training, as it is everyone's responsibility to look for barriers.</p> <p>Mona Nazif offered that Human Resources staff to research accessible customer service training options.</p>	<p>Look to see if there is any existing training on recognizing barriers – Mona Nazif</p>
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	<p>The customer drop box is now visible and accessible. The box was hidden during the time of the Civic Centre Audit due to construction that was being done in that location. Staff will ensure it remains visible during any future construction in this location.</p> <p>Staff advised that they are continuously looking for ways to keep Markham Civic Centre and other City facilities barrier free. The City is also trying to understand what municipal services will look like after COVID so that it can plan accordingly. This is why staff are being cautious when addressing certain items.</p> <p>Committee Members can report any barrier they experience at Civic Centre or at any other City facility to the Contact Centre by phone at 905-477-5530 or by email at customerservice@markham.ca.</p> <p>Committee thanked Dana Honsberger and Graham Seaman for reviewing and responding to the Committee's Markham Civic Centre Audit. The Committee indicated their commitment to working with staff as a team to continuously improve accessibility for Markham residents.</p> <p>Moved by Kaushi Nathan Seconded by Jewell Lofksy</p> <p>That the Advisory Committee on Accessibility expresses its sincere appreciation to staff for responding to its Markham Civic Centre Audit; and,</p> <p>That the Advisory Committee on Accessibility Civic Centre Audit Staff Response plan be endorsed; and further,</p> <p>That the Advisory Committee on Accessibility expresses to Council that it looks forward to continuously working with staff and Members of</p>	
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	<p>Council on the Markham Civic Centre Audit and on future accessibility related audits.</p> <p>Carried</p>	
<p>3. Approval of the Minutes</p>	<p>a) Approval of Action Items</p> <p>Moved by Rita Lam Seconded by Robert Hunn</p> <p>That the February 22, 2022 Advisory Committee on Accessibility Minutes be approved as presented.</p> <p>Carried</p> <p>b) Review of Action Items</p> <p><u>Update on Feedback for David Plant with respect to parks and trails accessibility</u> Committee reviewed its feedback on municipal accessible maps. The Committee Clerk was requested to email the feedback to David Plant.</p> <p>The Committee Clerk advised that she would circulate Markham's interactive trail map to the Committee.</p> <p><u>"Did you Know" – Recruitment Update</u> Committee reviewed the visuals for the recruitment of new members and preferred option 1 more than option 2, as it preferred the colour scheme, graphic and inclusivity</p> <p>Mona Nazif was requested to review the language in the recruitment promotional material to ensure it is inclusive from a diversity perspective.</p>	<p>Email feedback to David Plant – Laura Gold</p> <p>Email map the City's interactive trail map to the City – Laura Gold</p> <p>Review promotional material to ensure language is inclusive from a diversity</p>

		perspective – Mona Nazif
4. Diversity Action Plan Update	No update- The City continues to work on the Diversity Action Plan update RFP.	
5. Sub- Committee Reports	<p><u>Did you Know Sub-Committee</u> The Committee suggested doing the next “Did you Knows” on: 1) Markham’s trails; 2) the Markham Accessibility Award; and 3) contacting Markham’s Contact Centre.</p> <p>The “Experience York Region” website was displayed to the Committee. Jewell Lofsky advised that the website contains very useful information and could be used to help the Sub-Committee think of ideas for the “Did you Knows”.</p> <p><u>Audit Sub-Committee</u> The Committee suggested doing the next audit on Markham’s trail system, and possibly on a newer and older recreational facility. There was some discussion on asking the Senior’s Advisory Committee to participate in the trail audit.</p> <p>The Audit Sub-Committee will meet to discuss its next steps.</p> <p><u>Website Sub-Committee</u></p> <p>The review of the volunteer position description was deferred to the next meeting, as Nahid Verma was not in attendance at the meeting.</p> <p>Mona Nazif advised that staff are trying to integrate the “did you knows” with the website. The accessibility page on the City’s website will remain in an accordion format. The Committee was advised that no changes to page structure on the portal are being contemplated by the City at this time. . Therefore, the focus will need to be on</p>	

	<p>updating the content on the webpage at this time. However, changing the style of the webpage to a door mat format can be placed on a list of requests for the future.</p> <p>The Library is available to collaborate in updating accessibility content on the City's website. It has some ideas to enhance the webpage. The Committee indicated it was interested in working with the Library.</p> <p>Once the Committee has completed its review of the website, it can create a memo to the ITS departments with its finding.</p> <p>It was noted that Essential Accessibility will be coming to the next meeting to demonstrate the accessibility tool on the City's website.</p>	
6. New Business	<p><u>Brian Lynch's Memorial</u></p> <p>Barry Martin advised that over 50 people attended Brian Lynch's memorial and celebration of life. Members of the Community shared their memories and positive experiences working and being friends with Brain.</p> <p>Mona Nazif thanked Barry Martin and Laura Gold for speaking about Brian on behalf of the Committee.</p>	
7. Next Meeting Date	<p>The next meeting of the Advisory Committee on Accessibility will be held on April 19, 2021 at 5:00 PM.</p>	
8. Adjournment	<p>The Advisory Committee on Accessibility adjourned at 7:05 PM.</p>	