

**Advisory Committee on Accessibility  
Minutes  
Monday, October 18, 2021  
Zoom  
5:00 PM**

<p><b>Attendance:</b>          Ayush Patel          Councillor Isa Lee          Dasola Dina          Edward Lau          Elham Mahootchi          Jewell Lofsky          Kaushi Regunathan          Kim Adeney          Michelle Del Carmen          Michelle Tremblay          Mona Nazif, Senior Manager HR Client Services (Staff Liaise)          Nahid Verma, Co-Chair          Robert Hunn, Co-Chair</p> <p><b>Scribe:</b> Mary-Jane Courchesne, Acting Council/Committee Coordinator</p> <p><b>Regrets:</b>          none</p> <p><b>Guests:</b>          none</p>
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Agenda Item	Discussion	Action Items
<b>1. Call to Order</b>	The Advisory Committee on Accessibility convened at 5:04 PM with Nahid Verma in the Chair.	
<b>2. Introductions</b>	Nahid Verma kicked off the meeting by introducing herself which was followed by roundtable introductions of all Committee members.	
<b>3. Overview of Committee Work: 2020-2021</b>	<p>Nahid Verma provided the framework of Committee's 2020-2021 objectives, which included:</p> <p><u>Consultation and Recommendations:</u></p> <ul style="list-style-type: none"> <li>• Audits for events and buildings;</li> <li>• Audit for city services;</li> <li>• Review development plans and provide feedback;</li> </ul>	

- City programs consultations; and
- City parks and outdoors consultations.

**Information and Awareness:**

- Content for social media and website;
- Policy and services information for the community;
- Awards promotion and selections; and
- Connect with other organizations for sharing information/content.

Committee discussed the following:

Jewell Lofsky mentioned that an annual fair was an excellent opportunity for the Committee to (i) connect with other organizations in the Region and (ii) educate people. The fair participated at Apple Fest and Thornhill Square.

Edward Lau pointed out that he would like to participate in audits and asked whether the City has an accessible inspection plan for performing audits annually. An example was provided of the recent issue of the accessible door buttons not working located on the second floor of the Markham Pan Am Centre. Provided an example of the Rick Hansen Foundation whose expertise is accessibility audits.

Kim Adeney indicated that there are accessibility checklists available that the City could use. It was also mentioned that the Province's municipalities' Accessibility Committees' responsibilities is to advise on the preparation of compliance reports (which are filed every two years).

Mona Nazif advised that the City's General Auditor has recently performed a compliance audit around AODA and a report of the findings is currently being prepared.

**Reporting facility issues:**

Committee was encouraged to report facility issues related to accessibility to the Contact Centre by:

1. Calling 905-477-5530; or
2. Emailing [customerservice@markham.ca](mailto:customerservice@markham.ca), copying Mona Nazif; or
3. Sending a direct message through the Access Markham mobile app.

	<p><u>Contact Centre Data on Accessibility Reports</u></p> <p>Moved by Nahid Verma Seconded by Michelle Tremblay</p> <p>Michelle Tremblay requested Contact Centre’s data on accessibility related reports since this would assist in prioritizing issues.</p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>4. Business Plan framework and discussion:</b></p> <p><b>2021-2022 Priorities</b></p>	<p>Nahid Verma provided the Business Plan Considerations:</p> <ul style="list-style-type: none"> <li>• Continue Audits (services, events and places);</li> <li>• Develop recommendation for community faced with non-physical challenges;</li> <li>• Social media and web content;</li> <li>• Community outreach/engagement; and</li> <li>• Awards.</li> </ul> <p><u>Current sub-Committee work:</u> Committee mentioned the four sub-committees:</p> <ol style="list-style-type: none"> <li>1. Did You Know social media campaign ideas (will be shared with new Committee members);</li> <li>2. Parks and Trails (Bob Hunn indicated the importance of continuing the work);</li> <li>3. Website work; and</li> <li>4. Audit.</li> </ol> <p>Kim Adeney suggested that perhaps it may be helpful to categorize the Committee’s subcommittee work into two categories:</p> <ol style="list-style-type: none"> <li>(i) Work that must be done by the City to comply regarding its owned and operated facilities and services; and</li> <li>(ii) Work on promoting community accessibility i.e. awards, events, social media, or checklists for businesses.</li> </ol>	
<p><b>5. Subcommittee and Assignments</b></p>	<p>Nahid Verma asked each Committee member of their preferences are around subcommittee work:</p> <ol style="list-style-type: none"> <li>1. Michelle Tremblay: audits, community outreach and awards</li> </ol>	

	<ol style="list-style-type: none"> <li>2. Kim Adeney: audits, community outreach and awards</li> <li>3. Michelle Del Carmen: non-physical challenges, community outreach/engagement and awards</li> <li>4. Ayush Patel: audits, community outreach/engagement, social media and web content</li> <li>5. Bob Hunn: community outreach/engagement (specifically youth), non-physical challenges and audits</li> <li>6. Elham Mahootchi: social media and web content, also digital interactions/products and audits</li> <li>7. Jewell Lofsky: social media and web content and community outreach/engagement (could be under one umbrella together) and audits</li> <li>8. Dasola Dina: audits, non-physical challenges and community outreach/engagement (specifically youth)</li> <li>9. Edward Lau: audits, non-physical challenges and community outreach/engagement</li> <li>10. Kaushi (Ragunathan): parks &amp; trails, audit and community outreach/engagement</li> </ol>	
<p><b>6. Diversity Action Plan</b></p>	<p>This item has been deferred to the next Committee meeting date.</p>	
<p><b>7. Approval of the Advisory Committee on Accessibility Minutes and Review of Action Plan</b></p>	<p style="text-align: center;"><b>a. Approval of Minutes</b></p> <p>Moved by Councillor Isa Lee Seconded by Robert Hunn</p> <p>That the Minutes of the September 27, 2021, Advisory Committee on Accessibility, be approved as presented.</p>	

	<p style="text-align: right;"><b>Carried</b></p> <p style="text-align: center;"><b>b. Review of Action Items</b></p> <p>Committee discussed the previous action items:</p> <p><u>Honouring Brian Lynch</u> Councillor Isa Lee sent Committee a map showing the recommended tree planting location at Green Lane Park in Ward 1. The highlighted tree is a Bur Oak, the City’s official tree. The Bur Oak may be a suitable choice to be designated as a commemorative tree to honour Mr. Lynch.</p> <p>Committee discussed the opportunity to add not only a plaque on the commemorative tree, but also to add an accessible seating area.</p>	<p><b>Councillor Lee to inquire:</b></p> <p><b>Could accessibility seating be placed by the tree.</b></p> <p><b>Could a plaque be placed on the tree.</b></p>
<p><b>8. New Business/Questions</b></p>	<p>Committee members’ contact information will be shared through email.</p>	
<p><b>9. Next Meeting Date</b></p>	<p>The next meeting of the Advisory Committee on Accessibility will be held on November 15, 2021.</p>	
<p><b>10. Adjournment</b></p>	<p>The Advisory Committee on Accessibility adjourned at 7:00 PM.</p>	