

## Advisory Committee on Accessibility

**Date:** Monday, January 17, 2022

**Time:** 5:00pm

**Location:** Zoom

**Co-Chairs:** Robert Hunn & Nahid Verma


### Attendance:

Ayush Patel, Councillor Isa Lee, Dasola Dina, Edward Lau, Elham Mahootchi, Jewell Lofsky, Kaushi Ragunathan, Kim Adeney, Michelle Del Carmen, Mona Nazif, Senior Manager HR Client Services (Staff Liaise), Nahid Verma (Co-Chair)

**Regrets:** Michelle Tremblay and Robert Hunn (Co-Chair)

**Scribe:** Laura Gold & Bindi Patel

TOPIC	DISCUSSION	ACTION
Call to Order	The Advisory Committee on Accessibility convened at 5:06 PM with Nahid Verma in the Chair. The City's Indigenous Land Acknowledgement was read.	
Approval of Advisory Committee on Accessibility Minutes & Review of Action Items	<i>Moved By:</i> Michelle Del Carmen <i>Seconded By:</i> Nahid Verma  That the Minutes of the December 2, 2021, Advisory Committee on Accessibility, be approved as presented.  <b>Carried</b> Action Items <ul style="list-style-type: none"><li>- Planning Accessibility Design Guidelines circulated to all members</li><li>- Audit Committee Checklist circulated to all members</li></ul>	
Subcommittees Plan Update	<u>Outreach Committee:</u> Nahid Verma provided an update on the Outreach Committee in Michelle Tremblay's absence. <ul style="list-style-type: none"><li>- The sub-committee members confirmed that the meetings have already been setup for the year.</li><li>- Mona Nazif, Senior Manager, Human Resources, has set up a connection with the Markham Public libraries and this committee is looking forward to meeting with their liaison in the upcoming month</li></ul> <u>Social Media &amp; Communications:</u>	<b>Audit Committee -</b> Share checklist with all members

	<p>Ayush Patel provided an update on the Social Media &amp; Communications sub-committee.</p> <ul style="list-style-type: none"> <li>- Currently looking at existing platforms available within the city (website, social media) to see what can be added from an accessibility viewpoint. This includes meeting with the diversity &amp; inclusion team.</li> <li>- Planning brainstorming sessions that can be dedicated to accessibility and possible presentations.</li> </ul> <p><u>Audit Committee:</u></p> <p>Edward Lau provided an update on the Audit Committee in Kaushi's absence.</p> <ul style="list-style-type: none"> <li>- Currently working on a checklist for those holding an event to ensure that they meet the minimum accessibility requirements.</li> <li>- Committee requested that the checklist be circulated to all members</li> </ul> <p><u>Invisible Disabilities:</u></p> <p>Michelle Del Carmen provided an update on the Invisible Disabilities committee.</p> <ul style="list-style-type: none"> <li>- Creating a terms of reference template that is a standard document that can be used by all sub-committees. The template will be circulated to all members once it is prepared.</li> <li>- Looking at inviting a speaker who can speak about invisible disabilities, to determine what current process is at the City of Markham for making its services accessible to this group of individuals.</li> </ul>	
Committee Learning & Development	<p>Kim Adeney prepared a presentation "<i>Introduction to Integrated Accessibility Standard regulation (IASR) Part Two</i>". This presentation looked at the regulation as a whole, and highlighted the general AODA requirements.</p> <ul style="list-style-type: none"> <li>- There was discussion around a lack of alternate text on images, including on the City's website.</li> <li>- Mona Nazif, Senior Manager, Human Resources advised that the City has been provided an extension from the Province to ensure that all PDF documents on the City's website are accessible;</li> </ul> <p><u>Audits</u></p> <ul style="list-style-type: none"> <li>- Asset Management staff are available to receive questions and provide updates on audit projects to the Audit Committee.</li> <li>- Significantly renovated areas or new buildings need to comply with the current AODA requirements, and is open to advisement from the Committee.</li> </ul>	 <p>Introduction to Integrated Accessibil</p> <p><b>Mona Nazif</b> - Contact Rose Cozis, Contact Center Manager to present at a future meeting, possibly ongoing</p>

	<u>Next Presentation</u> <ul style="list-style-type: none"> <li>- The next learning and development session topic in February will be on the Accessibility Advisory Committee's Role within Ontario</li> </ul>	
Diversity Action Plan	<p>Mona Nazif, Manager, Human Resources provided the following update on the Diversity Action Plan:</p> <ul style="list-style-type: none"> <li>- Ryerson University is currently analyzing the survey results from Fall, more information will be available in February.</li> <li>- Work on the draft Diversity Action Plan has started</li> </ul> <p>Updates on the progress of the draft Diversity Action Plan will continue to be provided.</p>	
New Business/Questions	<p>Committee agreed to the following when discussion new business:</p> <ul style="list-style-type: none"> <li>- The committee will review the sub-committees and their members at the next meeting</li> <li>- Councillor Isa Lee &amp; Jewel Lofsky would like to be added to the additional meetings.</li> </ul>	<p><b>Bindi Patel</b> – Review sub-committee document at the next meeting</p> <p><b>Outreach Committee</b> - Share sub-committee meeting dates</p>
Next Meeting Date	The next meeting of the Advisory Committee on Accessibility will be held on <b>February 28, 2020</b>	
Adjournment	The Advisory Committee on Accessibility adjourned at 6:40 PM.	