

**Advisory Committee on Accessibility
Minutes**

Date: Monday, May 16, 2022
Time: 5:00pm
Location: Zoom
Chair: Nahid Verma

Members present:

Nahid Verma (Chair)
Kim Adeney
Michelle Del Carmen
Dasola Dina
Edward Lau
Jewell Lofsky
Elham Mahootchi
Kaushi Ragunathan
Michelle Tremblay
Councillor Isa Lee

Regrets:

Ayush Patel
Mona Nazif, Senior Manager of Human Resources

Staff:

Janet Ashfield, Manager of Human Resources
Bev Shugg Barbeito, Committee Secretary (PT)

TOPIC	DISCUSSION	ACTION
1. Call to Order	The Advisory Committee on Accessibility convened at 5:05 PM with Nahid Verma in the Chair. The City's Indigenous Land Acknowledgement was read.	
2. Approval of Advisory Committee on Accessibility Minutes & Review of Action Items	Moved by: Michelle Del Carmen Seconded by: Edward Lau That the Minutes of the April 25, 2022, Advisory Committee on Accessibility, be approved as presented. Carried Review of Action Items: The list of the Civic Centre Audit outstanding items, and the list of Civic Centre Audit completed tasks.	The lists were referred back to the Audit Subcommittee for review.

<p>3. Speaker/Panel Event – National AccessAbility Week</p>	<p>Chair Nahid Verma thanked Edward Lau and Michelle del Carmen for their considerable work behind the scenes so that the National AccessAbility Week event to be held on June 1, 2022 would run smoothly. Michelle del Carmen reviewed the agenda for the evening, including accessibility provisions such as AST interpreters. Councillor Lee will welcome attendees to the event and there is a possibility that a video message from Mayor Scarpitti will be available. Markham Public Library (MPL) staff will monitor the Chat and the Facebook functions; Michelle Tremblay offered to assist in monitoring the Chat function. Mona Nazif, Senior Manager of Human Resources, will introduce the agenda and speak about Markham’s accessibility initiatives. This will be followed by the main panelists who will speak for approx. 45 minutes, and a question & answer session of approx. 15 minutes. The panelists have donated three books to be used as prizes.</p> <p>As of the meeting date, there were 88 registrations; Committee members were thanked for sharing the event with their social networks to bring about this good result and were encouraged to continue promoting the event.</p> <p>The Committee discussed options for a post-event survey and liked the immediacy of conducting a poll of 2-3 questions on Zoom towards the end of the event; it may be possible to require that someone complete the survey in order to be eligible to win one of the prizes. The survey on Zoom will need to be coordinated with MPL staff since the event will be hosted on the MPL Zoom account.</p> <p>Michelle del Carmen displayed the official Certificate of Proclamation.</p> <p>Edward Lau thanked Michelle Tremblay for the many hours she contributed to the project. He noted that this was the first time of working together and there have been lessons learned which will be used for future events. Edward reported that Committee members are working diligently to have materials ready; it was noted that it would be important to have source documents the Committee can refer to. A “dress rehearsal” will be arranged in order to ensure that the equipment and Zoom will work on the day of the event.</p>	<p>Dasola Dina will send the registration link to all Committee members to ensure they are able to join the Zoom event.</p> <p>Nahid Verma offered to draft the survey questions.</p> <p>Michelle del Carmen will scan the official Certificate of Proclamation and send a copy to Committee members.</p>
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<p>4. Subcommittee Terms of Reference Approval</p>	<p>Chair Nahid Verma advised that the terms of reference for one subcommittee are not yet ready for review. The Accessibility Committee terms of reference are to be updated and the subcommittee terms of reference would mirror those terms. It was agreed that short, concise, easy-to-read documents would be best and for all the terms of reference to be included in one document, so all the subcommittees and their interrelationship is apparent at a glance.</p> <p>The Committee discussed the need for a document repository to preserve Committee documents and to facilitate access by Committee members.</p> <p>The Committee discussed the Vice Chair vacancy on the Committee; it was recommended that the updated terms of reference include provision for succession planning from Vice Chair to Chair. The Committee will discuss the selection of a Vice Chair at the June 2022 meeting; Committee members were encouraged to consider possible nominations or volunteering themselves.</p>	<p>Kim Adeney will draft the Accessibility Committee terms of reference, submit it to Mona Nazif for review, and then provide it to the Committee for review at the June 2022 meeting.</p> <p>The Committee will consider the selection of a Vice Chair at the June meeting.</p>
<p>5. Engagement Survey</p>	<p>Chair Nahid Verma asked for thoughts about having an engagement survey for Committee members. It was thought that such a survey would give Committee members an opportunity for a voice and for that voice to be heard.</p>	<p>The Committee will consider this at the June meeting.</p>
<p>6. Motion and Approval for Dedicated Space for the Accessibility Committee Artifacts at the Civic Centre</p>	<p>The Committee discussed tabling a motion to request dedicated physical space at the Markham Civic Center and virtual space on the Markham website for the Committee to post its artifacts. It was recommended that Mona Nazif be consulted about the possibility of providing space and whether there have been any similar requests from other committees, and then the Committee could table a motion with staff support.</p>	<p>Consult with Mona Nazif re:</p>
<p>7. Red Shirt Photos</p>	<p>Red Shirt Day (of Action for AccessAbility and Inclusion) is a day when people across Canada come together and wear red to show their support for persons who are living with disabilities, and to pledge their commitment to help create a fully accessible and inclusive society that honours and values the contributions of people of all abilities in all aspects of life in Canada. In 2022, Red Shirt Day will take place on June 1st . To show their support, Canadians have been invited to wear red and post a selfie or a group photo with family members, friends, or colleagues. Photos were taken of Committee members wearing red.</p>	<p>Chair Nahid Verma will provide a link to the photos.</p>

<p>8. Plan for June Meeting</p>	<p>The Committee will meet in June, with a hiatus during July and August, and resume meeting in September. The Committee discussed whether subcommittees could meet during the hiatus; it was agreed they could meet provided members had the opportunity to opt out. The Committee discussed the possibility of holding in-person meetings but also suggested that a hybrid format of both virtual and in-person meetings would give Committee members options for attending meetings, rather than not at all.</p>	<p>It was advised that Markham staff would soon have an update about meeting in person.</p>
<p>9. Subcommittees Plan Updates</p>	<p><u>Audit Committee:</u> Kaushi Ragunathan and Dasola Dina reported that the subcommittee created a short list of three facilities that were thought to be excellent options for the next audit: (i) the Thornhill Community Center and Thornhill Seniors Club; (ii) Unionville Main Street; and (iii) Markham Museum. The Committee discussed the options; the Audit Subcommittee’s preference was the Thornhill Community Center and Thornhill Seniors Club; the Committee agreed that the Audit Subcommittee should proceed with an audit of that facility. The Committee discussed the audit checklist and items to be added to the checklist.</p> <p><u>Community Outreach Committee:</u> Edward Lau advised that there was no additional update to the information provided earlier about the National AccessAbility Week celebrations.</p> <p><u>Social Media & Communications Committee:</u> Chair Nahid Verma reported there has not yet been confirmation that the Mayor's Awards will take place this year which typically happen in in late September. Janet Ashfield advised that the City is considering which events might proceed this year.</p> <p><u>Invisible Disabilities Committee:</u> Michelle Del Carmen advised that this subcommittee has been supporting the Outreach Subcommittee’s efforts for the National AccessAbility Week celebrations and will support the Audit Committee in its work.</p>	<p>Mona Nazif will try to confirm whether the Mayor’s Awards will take place in 2022.</p>

10. New Business	(a) Chair Nahid Verma advised that Peter Miller, who has a community hub digital space where he produces podcasts regarding disabilities and raises awareness about them, is willing to work with the Committee. (b) Committee members questioned whether an update had been received about the Contact Center, such as reviewing a dashboard of requests relating specifically to a disability.	Nahid Verma will send Committee members a link to Peter Miller’s podcasts. Mona Nazif will be asked to have regular updates provided to the Committee.
11. Adjournment	The Advisory Committee on Accessibility adjourned at 6:50 PM.	
Next Meeting Date	The next meeting of the Advisory Committee on Accessibility will be held on June 20, 2022 . There will be a hiatus for July and August, and the Committee will meet again in September.	