

**Advisory Committee on Accessibility
Minutes**

Date: Monday, October 17, 2022
Time: 5:00pm
Location: Zoom
Interim Chair: Michelle Del Carmen

Members present:

Michelle Del Carmen (Interim Chair)
Edward Lau (Interim Vice Chair)
Kim Adeney
Babak Esmaeilzadeh-faal
Jewell Lofsky
Councillor Isa Lee

Regrets:

Dasola Dina
Elham Mahootchi
Lee Perry
Kaushi Ragunathan

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 5:10 PM with Michelle del Carmen serving as Interim Chair. The City's Indigenous Land Acknowledgement was read.	
2. Approval of Advisory Committee on Accessibility Minutes & Review of Action Items	<p>Review of Action Items: Janet Ashfield provided updates on the following matters:</p> <p><u>Civic Centre Audit</u> City of Markham staff have completed their work and will hire a consultant to review outstanding items relating to the Council Chambers, Entrances and Chapel. Janet Ashfield advised that Markham staff have reviewed furniture layouts and other obstructions, accessible customer service desk options, and entrance spacing design for mobility devices.</p> <p><u>Mayor's Awards</u> These awards will not take place this year due to the election being held in October. The Committee discussed how best to present the Accessibility Awards but were reminded that these awards are given by the City of Markham, not the Committee.</p>	Janet Ashfield will advise Markham staff that the Committee would like to advise on areas to be addressed and why, as needed. Janet Ashfield will invite Markham staff to the next meeting.

Contact Centre Updates

A change-over of systems in the Contact Centre took place in September 2022. The Committee was advised that the Contact Centre phone number is on the front page, under “Contact Us”.

Election Instagram Videos

The City of Markham created Instagram videos to encourage residents to vote in the recent election. Lee Perry and Babak Esmaeilzadeh-faal volunteered to participate; Babak reported that he did make a video but he had not seen it.

Accessibility Training for the Newly Elected Council

Committee members were advised that Council members receive considerable training from the City’s Legal and Human Resources departments so that they are able to fulfill their obligations.

Committee Membership

The City posts the vacancy, and City staff reviews all applications and then provides a short list of applicants to be interviewed. The Committee could provide some insight with respect to the skills the Committee is seeking in an applicant but Committee members are not permitted to review the applications, for privacy reasons.

Councillor Isa Lee joined the meeting at 5:35 pm.

Moved by: Edward Lau

Seconded by: Councillor Isa Lee

That the Minutes of the September 19, 2022, Advisory Committee on Accessibility, be approved as presented.

Carried

Edward Lau left the meeting at 5:45 pm.

The Committee Secretary will request an updated membership list from the Clerk’s Office.

<p>3. Terms of Reference</p>	<p>Kim Adeney had volunteered to update the Terms of Reference, even though it is usually a staff-driven process; she provided an update to the Committee on the progress to date. She reviewed the legislation that grounds the Committee’s role, the current Terms of Reference, identified gaps and required updates, the draft updated Terms of Reference, definitions for terms used, the role and scope of subcommittees, and finally, she discussed next steps. The City and Committee have a responsibility to meet the requirements of the legislation; however, they may also include additional items outside the legislation, such as offering advice on work driven by City staff, providing community outreach on creating a more accessible City of Markham.</p> <p>Babak Esmaeilzadeh-faal left the meeting at 6:00 pm.</p> <p>Interim Chair Michelle del Carmen thanked Kim Adeney for guiding the Committee through the process, and assisting to ensure that we are following legislation, and that we are doing what we need to do.</p>	<p>Kim Adeney will provide the draft updated Terms of Reference documents to the Committee Secretary, for forward distribution to Committee members.</p> <p>The role of the committee, and goals for next year, will be included as an agenda item at the next meeting.</p>
<p>4. Subcommittees Plan Updates</p>	<p><u>Audit Subcommittee:</u> No report was available.</p> <p><u>Social Media & Communications Subcommittee:</u> No report was available.</p> <p><u>Community Outreach Subcommittee:</u> Edward Lau advised that the Subcommittee is not meeting until after the newly elected Council is in place, and has paused activity for the International Day for Persons with Disabilities, to be observed on December 4th this year.</p> <p><u>Invisible Disabilities Subcommittee:</u> Michelle Del Carmen advised that the Subcommittee is not meeting until after the newly elected Council has been sworn in.</p>	
<p>5. New Business</p>	<p>Kim Adeney reported that the York Region Accessible Advisory Committee is recruiting members; the deadline for applications is October 31, 2022.</p>	

	<p>Kim Adeney advised that the AODA legislation undergoes legislated reviews conducted by an independent reviewer appointed by the Province. The current review includes two virtual Town Halls: one is on October 18, 2022 from 1:00 to 3:00 PM, and the other is scheduled for November 8, 2022 from 10:00 AM to 12:99 PM. Anyone may register to participate, or submit their own comments.</p>	
6. Adjournment	<p>The Advisory Committee on Accessibility adjourned at 6:55 PM.</p>	
Next Meeting Date	<p>The next meeting of the Advisory Committee on Accessibility will be held on November 21, 2022.</p>	