

**Advisory Committee on Accessibility
Minutes
Ontario Room
November 27, 2023
5:00 PM**

Attendance:

Members: Michelle Del Carmen, Chair, Edward Lau, Vice-Chair, Jewell Lofsky, Lee Perry, Satya Arora, Stephanie Mak, Yoyo Chen, Christina Lee, Kim Adeney, and Councillor Ritch Lau

Staff: Dan Honsberger (Staff Liaison), Stephen Lue, Victoria Chai, Tanya Lewinberg, and Laura Gold (Scribe)

External Guests: none

Regrets: Regional Councillor Alan Ho

Agenda Item	Discussion	Action Item
1. Call to Order	The Advisory Committee on Accessibility convened at 5:05 PM with Michelle Del Carmen in the Chair.	
2. Approval of the Minutes	Moved by Edward Lau Seconded by Yoyo Chen That the Minutes from the October 2, 2023, Advisory Committee on Accessibility Meeting be approved as presented. Carried	
3. International Day of Persons with Disabilities - Dec 3 2023	Edward Lau advised that in celebration of the International Day of Persons with Disabilities three short videos were made. One of the Mayor, one with Councillor Ritch Lau, and one with Perry Lee speaking about the day. The videos will be posted on the City's website for the community to view. The Committee thanked Perry Lee, and Councillor Ritch Lau for participating in the video, and Yoyo Chen for preparing a briefing note outlining the Committee's plans for celebrating the International Day of Persons with Disabilities. Dana Honsberger was also thanked for helping coordinate the making of the video, and for her department absorbing the cost of the video.	
4. Terms of Reference Update	Stephen Lue, Senior Manager, Development, introduced the discussion on Updated Terms of Reference. Victoria Chai, Assistant City Solicitor, presented the revised Terms of Reference to the Committee explaining the revisions.	

	Some of the information that was updated in the Terms of Reference included: • Updating the information to reflect changes to provincial legislation regarding accessibility, including the replacement of the <i>Ontario with Disabilities Act</i> with AODA; • Removing non-legislative requirements from the roles and responsibilities of the Committee, such as audits. The Committee provided the following feedback on the revised Terms of Reference: • Suggested that the frequency the document be reviewed be included in the Terms of Reference, such as every five years; • Suggested removing the clause regarding striving to have a member on the York Region Accessibility Advisory Committee, as Markham has no control over the appointments to York Region's Committee; • Recommended that the name be changed in the updated Terms of Reference to "Accessibility Advisory Committee". Ms. Chai advised that she will provide the Committee's feedback back to the Executive Leadership Team for their consideration. The final version of the Terms of Reference will be brought forward to the General Committee for its endorsement in early 2024. The Committee passed a motion recommending that Council change the name of the Advisory Committee on Accessibility to Markham Accessibility Advisory Committee. Moved by Kim Adeney Seconded by Jewel Lofsky That Council consider changing the name of the Markham's Advisory Committee on Accessibility to Markham Accessibility Advisory Committee to be consistent with the name of other municipal Accessibility Committee's across Ontario. Carried	
5. Update on Committee's Role in	Stephen Lue, Senior Manager, Development, provided a presentation on the Planning Process in Ontario, and on the impact of recent changes to provincial legislation on the planning	

Reviewing Site Plans	process. Such as, having to make a decision on Site Plans under a very tight timeframe, and being required to return development fees if these timeless are not met. After some discussion, the Committee agreed that Staff should select Site Plans that would be most beneficial for the Committee to review. These Site Plans would be selected from projects that focus on institutions, commercial developments, City facilities, places of worship, or that involve the public realm. When possible, the Site Plan will be reviewed at one of the Committee’s regularly scheduled meetings, as the preference was for the entire Committee to review the plan so that Members with different disabilities will provide various perspectives. Furthermore, the Committee suggested that staff do not need to seek committee feedback on a Site Plan if they already provided feedback on a similar plan, as the standard will then already have been documented. The Committee also asked if it could view the City’s Accessibility Checklist. Stephen Lue agreed to share the City’s Accessibility Checklist with the Committee for it to review. Mr. Lue noted that City has been advocating for developers to have lower grading/slopes where possible to make projects more accessible. Mr. Lue clarified that only major renovations of existing buildings would be required to meet current accessibility requirements under the current Building Code. Councillor Ritch Lau shared an invite for the development plans for the Hilton hotel located at Highway 7 and Warden Avenue.	Circulate Accessibility Checklist to Committee – Stephen Lue
6. Outdoor Play Spaces	Tanya Lewinberg, Public Realm Coordinator, provided a presentation on Outdoor Play Spaces. Ms. Lewinberg advised that the City will be converting the playground surface of 80 existing City playgrounds over the next four years to an accessible surface. Ms. Lewinberg explained that new playgrounds are being designed to meet or exceed the highest AODA level for playgrounds. Ms. Lewinberg questioned what the best way was to consult the Committee on the accessibility of new playground designs. The Committee suggested that the best way to consult them was at regularly scheduled meetings if the timing fits.	

	The Committee noted that it needs to meet more frequently to meet its legislative requirement. Members decided to pass a motion requesting that monthly meetings (excluding the summer months) be reinstated to permit for the Committee to meet is legislative requirements. Moved by Kim Adeney Seconded by Jewell Lofsky That Council consider increasing the number of times the Advisory Committee on Accessibility meets from 4 to 10 times per year, to allow for the Committee to fulfill its legislative requirements. Carried	
7. Open Discussion	<u>Multi-Year Accessibility Plan</u> The Committee requested an update on the status of the Multi-Year accessibility Plan. Ms. Honsberger advised that the staff are working with the Consultant to finalize the plan. An update on the plan can be provided at the February meeting. <u>Chair and Vice-Chair Position</u> Michelle De Carmen stepped down from the position of Chair, but will remain on the Committee as a Member. Edward Lau assumed the role of Chair, and an election will be held at the next meeting for the position of Vice-Chair.	Provide update on Multi-Year Accessibility Plan – Dana Honsberger Add election of Vice-Chair to the next meeting Agenda – Laura Gold/Edward Lau
8. Next Meeting Date	The next meeting of the Advisory Committee on Accessibility will be held on Monday, February 26, at 5:00 PM in person at Markham Civic Centre.	
9. Adjournment	The Advisory Committee on Accessibility adjourned at 7:00 PM.	