

**Advisory Committee on Accessibility  
Minutes  
Ontario Room  
Hybrid Meeting  
February 26, 2024  
5:00 PM**

**Attendance:**

<b>Members:</b> Michelle Del Carmen, Chair, Edward Lau, Vice-Chair, Jewell Lofsky, Satya Arora, Stephanie Mak, Yoyo Chen, Kim Adeney, Regional Councillor Alan Ho, and Councillor Ritch Lau
<b>Staff:</b> Dan Honsberger (Staff Liaison), and Laura Gold (Scribe)
<b>External Guests:</b> none
<b>Regrets:</b> Christina Lee

Agenda Item	Discussion	Action Item
<b>1. Call to Order</b>	The Advisory Committee on Accessibility convened at 5:05 PM with Edward Lau in the Chair.	
<b>2. Election of the Chair and Vice Chair</b>	<p>Nominations were received for the position of Chair and Vice Chair. Edward Lau was successfully appointed as Chair, and Jewell Lowsky and YoYo Chen were appointed as Co-Vice-Chairs. The Committee decided to appoint two Vice-Chairs to help share the workload and for succession planning purposes.</p> <p>The following motions were passed in support of the appointment of Chair and Co-Vice-Chairs.</p> <p>Moved by Michelle Del Carmen Seconded by Regional Councillor Alan Ho</p> <p>That Edward Lau be appointed as Chair of the Advisory Committee on Accessibility.</p> <p style="text-align: right;"><b>Carried</b></p> <p>Moved by Regional Councillor Alan Ho Seconded by Satya Arora</p> <p>That the Advisory Committee on Accessibility appoint two Vice-Chairs; and,</p>	

	That Jewell Lofsky and YoYo Chen be appointed to the position of Co-Vice-Chair. <b>Carried</b>	
<b>3. Approval of the Minutes</b>	Kim Adeney was added to the attendance as being present at the meeting.  Moved by Stephanie Mak Seconded by Jewell Lofsky  That the Minutes from the November 27, 2023, be approved as amended. <b>Carried</b>	
<b>4. Accessibility Checklist Update</b>	The Committee advised that they would like more information on how the accessibility checklist is used in practice.  It was also noted that one of the Members provided feedback on the format of the checklist directly to Stephen Lue.	
<b>5. Terms of Reference Update</b>	Dana Honsberger, Project Manager Facility Assets, advised that Advisory Committee on Accessibility new Terms of Reference will be presented at the General Committee on February 27, 2024. The new Terms of Reference include the name change recommended by the Committee. Therefore, the new name of the Committee will be the Markham Accessibility Advisory Committee if the Terms of Reference is approved by Council. The new name will align with AODA terminology. Other things that have been added to the Terms of Reference include modernization of the roles and responsibilities and a built-in review process.  Jewell Lofsky asked for a copy of the orientation package provided to new Members of the Committee so that she can review it and make suggestions regarding specific information related to accessibility that could be included.	Provide Jewell Lofsky with orientation material – Laura Gold
<b>6. Update on Committee's Role in Reviewing Site Plans</b>	Dana Honsberger, Project Manager, Facilities Assets, advised that Stephen Lue, Senior Manager, Development, will be coming back to the Committee to present the Site Plan process and the Committee's role.	
<b>7. Multi Year Accessibility Plan Update</b>	Dana Honsberger, Project Manager, Facilities Assets, provided an update on the Multi Year Accessibility Plan. Staff are in the process of finalizing the purchasing order (PO) with the consultant. The City will starting the plan from scratch while	

	reviewing and taking into consideration past work that has been done in this regard. Staff are hoping to bring a more comprehensive update to the Committee	
<b>8. Unionville Festival</b>	<p>Edward Lau and Jewell Lofsky have been corresponding with the Unionville Festival representatives on accessibility matters. Improvements have been made to the accessibility porta potty, but wayfinding is still an issue. There is hope that there will be a large map showing where the accessible washrooms and other attractions will be located. The festival has also looked into having an ASL interpreter and has been in contact with the City in this regard.</p> <p>The Committee noted that they need to continue to advocate for the accessibility of Main Street Unionville, such as having accessible public washrooms as this is not part of the Main Street Unionville Revitalization project. A Member noted that part of the issue is that most of the washrooms are in private businesses, advising that there may be grants that could help cover the cost making their washroom accessible.</p> <p>Members discussed some of the challenges with accessible parking spaces, such as there being no nearby curve cut, and the increase in demand for these spots as the seniors' population increases.</p> <p>The Committee recommended that the Ontario Guide for Festivals accessibility checklist be provided to all festival groups applying for funds from the City of Markham. They also suggested that it be added to the orientation material provided to new members.</p>	Suggested the Ontario Guide for Festivals be provided to festival obtaining funds from the City - Dana Honsberger
<b>9. Open Discussion</b>	<p><b>York Region National AccessAbility Week (NAAW) Professional Development Forum</b></p> <p>Satya Arora provided an update on the York Region National AccessAbility Week (NAAW) Professional Development Forum Sub-Committee, noting she is representing the Committee on the Sub-Committee. The Sub-Committee will assist with the planning of the forum, which is to be held on May 29, 2024. The forum will be an opportunity for Regional and local AAC members to engage</p>	

	<p>in professional development and learning, build capacity, and share best practices. There have been two Sub-Committee meetings to date. The initial meeting was an introduction meeting. The second meeting was a group brainstorming exercise. The Committee will continue to meet every other Friday until the forum. The forum will be open to anyone in York Region to attend.</p> <p>The Committee discussed having another member also serve on the Sub-Committee, as the other Member assigned from Markham is not a Committee Member. Edward will reach out to the York Region Sub-Committee organizers in this regard.</p> <p>Satya Arora suggested that Stephanie Mok be the second representative on the Sub-Committee.</p> <p>Committee briefly discussed what it would like to do a Markham National Accessibility Week event, or if it would like to focus on supporting York Region's event. Members suggested that Markham should do something small on its own for National Accessibility Week if possible, as the Forum is a York Region event.</p> <p><b>Succession Planning</b> Edward Lau advised that he would like to spend part of the next meeting on succession planning to ensure the continuation of the Accessibility Award and other committee activities. Laura Gold, Council/Committee Coordinator advised that she provide an overview of what the Committee has done in the past with respect to the Accessibility Award at the next meeting, as she has all of that information.</p> <p><b>Unionville Theatre Company Performance of Joseph and the Amazing Technicolor Dreamcoat</b> The Advisory Committee on Accessibility recognized the Unionville Theatre Company for putting on an outstanding performance and inclusive production of Joseph and the Amazing Technicolor Dreamcoat at the Flato Markham Theatre on February 25, 2024.</p> <p><b>Cycling and Pedestrian Committee Representative</b></p>	<p>See if another Member of the Committee can join the Sub-Committee – Edward Lau</p>
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	<p>Laura Gold inquired if there was a Member of the Advisory Committee on Accessibility who would be interested in serving on the Cycling and Pedestrian Advisory committee. The representatives would be providing input on cycling and pedestrian matters from an accessibility lens. Meeting are held quarterly on the third Thursday of the month at 7:00 PM. The Committee also holds unformal meeting between formal meetings.</p> <p>Kim Adney volunteered to serve on the Cycling and Pedestrian Committee as the Acessiblity Representative for the remainder of her term.</p>	
<b>10. Next Meeting Date</b>	The next meeting of the Advisory Committee on Accessibility will be held on date to be confirmed. Members suggested avoiding the first Monday of the Month and the week of May 27 <sup>th</sup> , as this is the week of the forum.	Determine date of next meeting – Laura Gold
<b>11. Adjournment</b>	The Advisory Committee on Accessibility adjourned at 6:57 PM	