

**Advisory Committee on Accessibility
Minutes**

Date: Monday, December 16, 2024
Time: 5:00pm
Location: Canada Room
Interim Chair: Edward Lau

Attendance:

<p>Members present Edward Lau (Chair) Jewell Lofsky (Co-Vice-Chair) Yoyo Chen (Co-Vice-Chair) Kim Adeney Satya Arora</p> <p>Staff: Dana Honsberger, Project Manager, Facilities Assets Joann Sotiropoulos, Senior Manager, Transformation Office, Learning, Organizational Development and Inclusion Lois Davies, Accessibility Consultant Linda Stott, Acting Manager of Corporate Communications Laura Gold, Council/Committee Coordinator</p>	<p>Regrets: Kinya Baker, Manager, Diversity, Equity, and Inclusion Regional Councillor Alan Ho Councillor Ritch Lau Stephanie Mak Satya Arora Christina Lee</p>
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Item	Discussion	Action
1. Call to Order	The Markham Advisory Committee on Accessibility convened at 5:17 PM with Edward Lau in the Chair.	
2. Approval of the Advisory Committee Minutes	The approval of the Minutes was deferred to the next meeting due to there being no quorum.	
3. Discussion on Unionville	Linda Stott, Acting Manager of Corporate Communications, provided a presentation on the best practices with respect to designing accessible digital	

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<p>High School Student Presentation of Designs</p>	<p>content and graphics. Ms. Stott provided the following suggestions with respect to the Unionville High School Student’s designs:</p> <ul style="list-style-type: none"> • Font should be more recognizable. • Committees are not encouraged to have their own logo but are not prohibited from having one. • Noted that the Multi Year Accessible Plan is a City document and that it is staff’s decision with respect to which artwork that is included in the plan. • Discussed the simplification of the student’s characters and possibly using them on the banner or other promotional material for the Committee. • Offered to provide the students with a virtual session on the best practices on branding and designing accessible content and graphics. • Suggested recognizing the students that participated in the design project at the next Community Recognition Night. • Noted that that the City would need the characters in JPEG high resolution format. <p>Edward Lau, Chair, will reach out to the students’ art teacher to discuss the next steps, including finalizing the characters, and Ms. Stott possibly providing a branding and accessible design session for the students</p>	<p>Edward Lau to reach out to the students’ art teacher with Committee’s feedback</p>
<p>4. Multi Year Accessibility Plan and Markham Accessibility Advisory Committee Deputation Update</p>	<p>Yoyo Chen, Vice-Chair, spoke briefly about her deputation to the General Committee on Markham’s Multi Year Accessibility Plan, and on how each section of the plan supports inclusiveness.</p> <p>Lois Davies, Accessibility Consultant, advised that a link to the new plan will be circulated to the Committee once it has been posted on the website. Ms. Davies advised that she plans to invite the subject matter experts representing each section of the plan to speak about their plans for improving accessibility.</p>	

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	<p>The Committee thanked Yoyo for her deputation to the General Committee in support of the new Multi Year Accessibility Plan, and other Members that attended the meeting also to show their support for the new plan.</p>	
<p>5. Discussion on 2025 Markham Accessibility Business Planning</p>	<p>Laura Gold, Council/Committee Coordinator, circulated a past business plan, and the Committee’s Terms of Reference to the Committee to encourage Members to start thinking about what they would like to focus on in 2025.</p>	
<p>6. Roundtable</p>	<p>The Committee conducted a roundtable and provided their sincere appreciation to Edward Lau for serving as Chair and for his contributions to the Committee over the last couple of years. The Committee also wished Edward success in his future endeavors.</p> <p>The Committee agreed that Yoyo Chen will assume the role of Chair in January after Edward Lau has officially stepped down from the Committee.</p> <p>Laura Gold, Council/Committee Coordinator, provided a brief update on recruitment for the Committee. Ms. Gold advised that she has re-recruited for new members, and that the submission deadline is now January 10, 2025.</p>	
<p>7. Holiday Celebration</p>	<p>The Committee adjourned the meeting and held a holiday celebration.</p>	
<p>8. Adjournment</p>	<p>The meeting and holiday celebration convened at 7:00 PM.</p>	