

Advisory Committee on Accessibility
April 23, 2018
Ontario Room
5:30 PM – 7:00 PM

Committee Members Present: Kristen Hayes, Co-Chair, Jaqueline Bell, Co-Chair, Regional Councillor Nirmala Armstrong, Laura Meffen, Barry Martin, Brian Lynch, and Robert Hunn

Staff Present: Cheryl McConney-Wilson, Senior Diversity Coordinator, Andrea Berry, and Laura Gold, Council/Committee Coordinator

Regrets: Arlene Juanillo, Wanda Wright, Tammy Mok, Keith Irish, and Jason Tung

Item	Discussion	Action
1. Call to Order	The Advisory Committee on Accessibility convened at 5:15 pm with Kristin Hayes presiding as Chair.	
2. Approval of the Minutes	Moved by Jaqueline Bell Seconded by Brian Lynch That the March 26, 2018 Advisory Committee on Accessibility Minutes be approved. Carried	
3. Accessibility Award	The Committee reviewed the Accessibility Nomination Award Form prepared by Corporate Communications. It made a few edits to the paragraph introducing the award and it requested that the graphic of the wheelchair on the front page be replaced with the word “Accessible Community”.	Arrange for the nomination form to be updated – Laura Gold
4. Accessibility Fair	Kristen Hayes reported that she received confirmation that the Committee could hold its Accessibility Fair at the museum. This year the Committee	

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	<p>will be able to use the balcony and the outdoor area in front of the Transportation Building for demonstrations.</p> <p><u>Entertainment</u> Members were asked to think about any disabled entertainers that they may want to ask to perform at the event.</p> <p><u>Vendors/Booths</u> The Committee reviewed a list of potential vendors and selected ones it would like to invite to participate in the fair.</p> <p>Kristin and Regional Councillor Armstrong's Assistant will contact the vendors about participating in the event.</p> <p>It was noted that vendors may not be able to share booths due to the fire code.</p> <p>Once the vendors have agreed to participate in the event, Regional Councillor Armstrong's Assistant will send letters to the vendors confirming both the dates of the event and their participation in the event.</p> <p>Brian Lynch advised that he would get information on York Region's accessible trail system, as it may be interesting to have information about the trail system at the fair.</p> <p>The Committee noted that one of the booths should be for the City of Markham's Recreation Department to share information about its accessible recreational programs.</p>	<p>Think about disabled performers that you would like to perform at the fair - Committee</p> <p>Contact potential vendors – Kristen and Regional Councillor Armstrong</p> <p>Send letters of confirmation to vendors once vendor list is finalized – Regional Councillor Armstrong's Assistant</p>

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	<u>Agenda/Schedule</u> This year the agenda/schedule for the fair will be available at Applefest's front entrance. <u>Passport</u> The Committee wanted to have a passport with the Accessibility Fair activities that patrons can get stamped once they have participated in the activity.	
5. New Business	Laura Gold was requested to follow-up with Members that have not been attending meetings to see if they are still interested in being on the Committee.	Follow up with Members that have not been attending meetings to see if they are still interested in being on the Committee - Laura Gold
6. Next Meeting Date	The next meeting of the Advisory Committee on Accessibility will be held on Monday, May 14, 2018 at 5:00 pm.	
7. Adjournment	The Advisory Committee on Accessibility adjourned at 7:00 pm.	

Advisory Committee on Accessibility Action Items

No.	Action Item	Responsibility of Staff/Committee Member	Completion Date	Status
1.	Think of the type of information the Committee would like to have on its webpage on the City's new website.	All Committee Members	May 2018 2018	
2.	Arrange for the nomination form to be updated	Laura Gold	May 2018	
3.	Think about disabled performers that you would like to perform at the fair.	Committee	May 2018	
4.	Contact potential vendors	Kristen Hayes and Regional Councillor Armstrong	May 2018	
5.	Send letters of confirmation to vendors once vendor list is finalized	Regional Councillor Armstrong's Assistant	May 2018	
6.	Follow up with Members that have not been attending meetings to see if they are still interested in being on the Committee.	Laura Gold	May 2018	