

Advisory Committee on Accessibility
November 15, 2017
Canada Room
4:00 PM – 5:30 PM

Committee Members Present: Councillor Karen Rea, Robert Hunn, Arlene Juanillo, Jewell Lofsky (guest) and Brian Lynch

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

Regrets: Regional Councillor Nirmala Armstrong, Keith Irish, Jason Tung, Jaqueline Bell, Tammy Mok, Kristin Hayes, and Jason Tung

Item	Discussion	Action
1. Call to Order	The Advisory Committee on Accessibility convened without quorum at 4:20 pm with Bob Hunn presiding as Chair.	
2. Approval of the Minutes	<p>The Committee reviewed the September 20, 2017 Minutes.</p> <p>The Committee discussed changing the meeting time to 5:30 or 7:00 pm. The Clerk agreed to send out an email with different meeting time options to see what works best for the Committee. The Committee also agreed to hold the December meeting on the 6th at 5:30 pm to see if more members are able to attend at this time.</p>	
3. Accessibility Award	<p>The Committee reviewed the Accessibility Award Nomination Form. Minor edits were suggested.</p> <p>The Committee discussed the importance of having a marketing plan for the award. The plan should include the award timing, competition, promotion and target audience. Cheryl and Laura will create a template that the Committee can start filling in at the next meeting.</p>	Create plan template for Accessibility Award – Laura and Cheryl

Item	Discussion	Action
4. Accessibility Fair	<p>The Committee suggested that a plan is also needed for the Accessibility Fair. It suggested using the template to create a marketing plan for the Accessibility Fair as well.</p> <p>The Committee discussed who the target audience is for the fair.</p> <p>A Committee Member noted that the Vaughan Accessibility Fair was done very well. Participants were given a passport, which they could get stamped at each booth they went to. Completed passports could then be put into a draw for Blue Jay tickets.</p>	
5. New Business	<p>Brian Lynch advised that he will be going to the Metrolinx meeting on accessibility in Whitby and that he will provide a summary of what is discussed at the next meeting.</p>	
6. Next Meeting Date	<p>The next meeting of the Advisory Committee on Accessibility will be held on December 6, 2017 at 5:30 pm.</p>	
7. Adjournment	<p>The Advisory Committee on Accessibility adjourned at 5:25 pm</p>	

Advisory Committee on Accessibility Action Items

No.	Action Item	Responsibility of Staff/Committee Member	Completion Date	Status
1.	Bring frequently asked questions on accessibility matters to the next meeting for the committee to review	Cheryl McConney-Wilson	Fall 2017	
2.	Compile a list of vendors the Committee would like to have at next year's fair	Jewell Lofsky	December 2017	
3.	Look into changing the meeting time to 5:30 pm.	Laura Gold	December 2017	