

Advisory Committee on Accessibility
December 21, 2016
Canada Room Room
3:30 PM – 5:30 PM

Committee Members Present: Regional Councillor Nirmala Armstrong, Councillor Karen Rea, Kristin Hayes, Arlene Juanillo, Tammy Mok, Robert Hunn, and Jewell Lofsky

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

Regrets: Jaqueline Bell, Catherine Hughes, Jason Tung, Brian Lynch and Keith Irish

Item	Discussion	Action
1. Call to Order	The Advisory Committee on Accessibility convened at 4:18 pm with Tammy Mok presiding as Chair.	
2. Approval of the Minutes	Moved by Arlene Juanillo Seconded by Robert Hunn That the Minutes from the November 16, 2016, Advisory Committee on Accessibility be approved as presented. <div style="text-align: right;">CARRIED</div>	
3. Brain Storming Exercise	Martha Pettit, Deputy Clerk led a brain storming exercise. The Committee was encouraged to think about what it can realistically achieve in next 24 months or in the remaining term of Council. The following was discussed: Site Plans <ul style="list-style-type: none"> • Continue to have the committee comment on key commercial site plans • Consider which site plans should be reviewed by the committee <ul style="list-style-type: none"> ○ Review criteria used to determine which site plans are 	

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	<p>forward to the committee for comment and refine if required</p> <ul style="list-style-type: none"> ○ Let Council see the committee's comments on the site plans it reviews ○ Possibly provide a list of site plans to the committee each month so that it can request to review site plans of interest <ul style="list-style-type: none"> • Develop a cheat sheet for the committee on basic AODA requirements <p>Public Education and Outreach</p> <ul style="list-style-type: none"> • Think about how the committee will educate the public on accessibility • Think about when the committee will educate the public on accessibility • Think about who the committee will target in its public education • Possibly review the accessibility page on the website • Email the committee's brochure to the committee • Need more promotional material to display at events • Could promote accessibility at various City events staff are attending • Will provide a list of City events at the next meeting • Review the frequently asked questions on accessibility matters that was created for the Contact Centre • Consider how many events the committee may want to attend • Review effectiveness of current public outreach - Markham Board of Trade Accessibility Award and Accessibility Fair • Educate the public on where it can turn to for help with respect to various accessibility challenges <p>Accessibility Fair</p>	<p>Email the Committee's brochure to the committee – Cheryl McConney-Wilson</p> <p>Provide list of City events at the next meeting – Laura Gold</p> <p>Bring frequently asked questions on accessibility matters to the next meeting for the committee to review - Cheryl McConney-Wilson</p>

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	<ul style="list-style-type: none"> • Hold event annually • Need better turnout at event – could the target audience be broadened • Have booths that support the accessibility community at the fair • Suggested finding a sponsor for the event • Suggested holding the event in partnership with another group • Suggested developing partnerships/relations with other groups • Suggested combining the event with another event (e.g. the seniors fair held in November, or Oktoberfest held in October) • Discussed what the theme of should fair be • Suggested widening the scope of the event so that it focuses on different types of disabilities • Felt the event was held to raise awareness regarding disabilities and to let people know what type of services are available for persons with a disability • Could the event be held as a forum? • Suggested that everyone needs to volunteer to help with the event <p>Appearing Before Council</p> <ul style="list-style-type: none"> • Suggested appearing before Council to provide an update on the committees activities and to educate Council on accessibility matters from time to time <p>Other</p> <ul style="list-style-type: none"> • Consider creating a database accessible location in Markham (e.g. Access Now) • Consider promoting accessible businesses in Markham 	
4. New Business	None	
5. Next Meeting Date	The next meeting of the Advisory Committee on Accessibility will be held on January 18, 2017.	

Item	Discussion	Action
6. Adjournment	The Advisory Committee on Accessibility adjourned at 5:45 pm	

Advisory Committee on Accessibility Action Items

No.	Action Item	Responsibility of Staff/Committee Member	Completion Date	Status
1.	Invite organizations representing different types of disabilities to present at future Advisory Committee on Accessibility Meetings	Senior Diversity Coordinator	On going	
2.	Include in the Site Plan for the gas station at Major Mackenzie and Don Cousens how it will provide accessible service.	David Miller	Fall 2016	
3.	Look into why an accessible parking spot was placed in front of the Church on Main Street Markham.	Cheryl McConney-Wilson, and Sally Campbell	Fall 2016	
4.	Speak with representatives from Cadillac Fairview.	Councillor Rea	November 16, 2016	Waiting for response from Cadillac Fairview
5.	Meet with Councillor Rea to discuss brainstorming session.	Laura Gold and Cheryl McConney-Wilson	November 16, 2016	
6.	Speak with Cathy Molloy about the possibility of holding the fair in the Transportation building during Applefest	Councillor Rea	November 16, 2016	
7.	Email the Committee's brochure to the committee.	Cheryl McConney-	January 18, 2017	

No.	Action Item	Responsibility of Staff/Committee Member	Completion Date	Status
		Wilson		
8.	Provide list of City events at the next meeting.	Laura Gold	January 18, 2017	
9.	Bring frequently asked questions on accessibility matters to the next meeting for the committee to review	Cheryl McConney-Wilson	January 18, 2017	