

## **Advisory Committee on Accessibility**

**May 20, 2015**

**Canada Room**

**3:30 PM – 5:30 PM**

**Committee Members Present:** Regional Councillor Nirmala Armstrong, Sidney Polak, Chair, Catherine Hughes, Brian Lynch, Tammy Mok, Keith Irish, Robert Hunn, and Brendan Faulkner

**Staff Present:**

Cheryl McConney-Wilson, Senior Diversity Coordinator, and Client Service, and Laura Gold, Council/Committee Coordinator

**Regrets:** Mona Nazif, Senior Manager of Human Resources, Councillor Karen Rea, Kristen Hayes, Arlene Juanillo, and Joan Jenkyn

| <b>Item</b>                                               | <b>Discussion</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Action</b> |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>1. Call to Order</b>                                   | The Advisory Committee on Accessibility convened at 3:35 p.m. with Sidney Polak presiding as Chair.                                                                                                                                                                                                                                                                                                                                                                          |               |
| <b>2. Approval of the Minutes</b>                         | Moved by Brian Lynch<br>Seconded by Tammy Mok<br><br>That the April 21, 2015 Advisory Committee on Accessibility Minutes be approved as presented.                                                                                                                                                                                                                                                                                                                           | CARRIED       |
| <b>3. Markham Public Library – Accessibility Offering</b> | Fred Whitmarsh, Branch Manager Thornhill Village and Thornhill Community Branches, and Anthea Bailie, Collections Development Strategist provided a presentation entitled “Accessibility at Markham Public Library”. The presentation included the following: 1) information about Markham Public Library; 2) an overview of the digital divide; 3) information on why it is important for libraries to be accessible and the assistive devices available at the library; 4) |               |

# Advisory Committee on Accessibility

May 20, 2015

Page 2 of 5

| Item                            | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action                                                    |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
|                                 | <p>information on the collections; 5) information about its partnerships; and 6) an overview of its accessible programs and services.</p> <p>The Committee discussed the key role libraries play in the community and the importance of making libraries accessible to all. It was suggested that the list of accessible services provided by the library be promoted and posted on the City's website.</p> <p>A copy of the presentation will be circulated to the Committee by email.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Circulate presentation to Committee</p> <p>- Laura</p> |
| <p><b>4. AODA Reporting</b></p> | <p>Cheryl McConney-Wilson, Senior Diversity Coordinator provided an overview of the Accessibility (AODA) standards, which included:</p> <ul style="list-style-type: none"> <li>• <i>Accessibility for Ontarians with Disabilities Act (AODA)</i> was launched in 2005</li> <li>• Accessible Customer Service Standards - In 2010, the City submitted its accessible customer service report to the Province. All City staff and volunteers have since been trained in providing accessible customer service. Information on Markham's Accessible Customer Service Standards is available on both the intranet and internet.</li> <li>• Integrated accessibility standard regulations for employment, which include: <ul style="list-style-type: none"> <li>○ Employment (e.g. accommodations for interviews/work)</li> <li>○ General requirements (e.g. notifications about service disturbances)</li> <li>○ Transportation (e.g. accessible taxi cabs)</li> <li>○ Info and Communications (e.g. ensuring the City's website is accessible)</li> <li>○ Built Environment (Public Spaces) (e.g. considering accessibility as part of</li> </ul> </li> </ul> |                                                           |

| Item                                                             | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action                                                                                                               |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|                                                                  | <p>Markham Public Realm Strategy )</p> <p>An overview of how persons with a disability are included as a focus community in the Diversity Action Plan was provided. It was noted that the City is currently in the process of providing diversity training to its staff. The Diversity Training may also be provided to the Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                      |
| <p><b>5. York Region Advisory Committee on Accessibility</b></p> | <p>Brian Lynch spoke about the celebration being held in Vaughan to mark the 10<sup>th</sup> anniversary of the Accessibility for Ontarians with Disability Act (AODA). The York Region Advisory Committee on Accessibility did not meet in the month of May. The next meeting will be held on June 17, 2015.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                      |
| <p><b>6. Accessibility Questions for the City's Website.</b></p> | <p>Cheryl McConney-Wilson advised that she still requires typical accessibility related questions to post on the City's website. The questions will be used to create a question and answer document, which will be placed on the City's website. The questions can be emailed to Cheryl or a portion of the next meeting can be used for this exercise, as only two questions have been submitted to date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                      |
| <p><b>7. New Business</b></p>                                    | <p><u>Overview of the Role of the Chair and Committee Goals and Objectives</u></p> <p>Sidney Polak, Chair advised that he will be resigning from the Committee at the end of June. The Committee was encouraged to think about its goals and objectives for 2015. The City had prioritized the following in the past: 1) site plans; 2) partnerships; and 3) communications.</p> <p>There was a discussion on the process for appointing a new Chair and on the roles and responsibilities of the Chair. The Committee Clerk was requested to email the Committee: 1) the process for appointing a new Chair; and 2) an overview of the roles and responsibilities of the Chair. The Vice-Chair will assume the role of Chair until a new Chair is elected.</p> <p>The booklet <i>Making Accessibility Happen</i> also reviews the role of the Chair of the Advisory Committee –</p> | <p>Email the process for electing a new Chair and the roles and responsibilities of the Chair to the Committee –</p> |

# Advisory Committee on Accessibility

May 20, 2015

Page 4 of 5

| Item                   | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action                                                                                                         |
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|                        | <p>Committee on Accessibility. It was requested that the booklet be re-circulated to the Committee.</p> <p>The Committee debated whether the new Chair should be elected at the June meeting or at the September meeting. A motion was put on the floor to hold the election at the June meeting. The motion was defeated.</p> <p><u>Board of Trade Awards</u></p> <p>The Committee was encouraged to start thinking about businesses that could be nominated for the Markham Board of Trade Accessibility Award.</p> <p><u>Accessibility Fair</u></p> <p>It was advised that the Accessibility Fair will be held at the Cornell Community Centre in the fall.</p> <p><u>Meeting Time</u></p> <p>A Committee Member suggested changing the meeting time to make it easier for members to attend meetings.</p> | <p>Laura Gold</p> <p>Re-circulate the booklet</p> <p><i>Making Accessibility Happen</i> – Laura and Cheryl</p> |
| <b>8. Next Meeting</b> | The next meeting of the Advisory Committee on Accessibility will be held on Wednesday, June 17, 2015.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
| <b>9. Adjournment</b>  | The Advisory Committee on Accessibility adjourned at 5:35 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                |

**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 2015       |        |
| 3.  | Review booklet <i>Making Accessibility Happen</i>                                                                                   | All Committee Members                    | June 17, 2015   |        |
| 4.  | Provide staff with two or three question on accessibility matters.                                                                  | All Committee Members                    | June 17, 2015   |        |
| 5.  | Meet as a sub-committee to review the plans for the major Cornell development.                                                      | Sub-Committee                            | June 17, 2015   |        |
| 6.  | Circulate the site plans for the major Cornell development to the Committee.                                                        | Sally Campbell                           | June 17, 2015   |        |
| 7.  | Look into why an accessible parking spot was placed in front of the Church on Main Street Markham.                                  | Sally Campbell                           | June 17, 2015   |        |
| 8.  | Circulate the library presentation to Committee.                                                                                    | Laura Gold                               | June 17, 2015   |        |
| 9.  | Email the process for electing a new Chair and the roles and responsibilities of the Chair to the Committee                         | Laura Gold                               | June 17, 2015   |        |
| 10. | Re-circulate the booklet <i>Making Accessibility Happen</i>                                                                         | Laura Gold                               | June 17, 2015   |        |

