

Advisory Committee on Accessibility

September 17, 2014

Ontario Room

3:30 PM – 5:30 PM

Committee Members Present: Councillor Don Hamilton, Sidney Polak, Chair, Arlene Juanillo, Vice-Chair Catherine Hughes, Brendan Faulkner, Kristen Hayes, Keith Irish, Joan Jenkyn and Brian Lynch

Staff Present:

Cheryl McConney-Wilson, Senior Diversity Coordinator, Graham Seaman, Senior Manager of the Sustainability Office and Laura Gold, Council/Committee Coordinator

Regrets: Councillor Valerie Burke, Councillor Alan Ho, Robert Hunn and Tammy Mok

Item	Discussion	Action
1. Call to Order	The Advisory Committee on Accessibility convened at 3:32 p.m. with Sidney Polak presiding as Chair.	
2. Introductions	Graham Seaman, Senior Manager of the Sustainability Office introduced Cheryl McConney-Wilson, Senior Diversity Coordinator who will be assuming the roles and responsibilities of the Accessibility Coordinator for a six month trial period. The members welcomed the new members and introduced themselves.	
3. Discussion on Markham Board of Trade	Bruce Andre, Chair, Markham Board of Trade Awards Committee and Richard Cunningham, President and CEO of the Markham Board of Trade were in attendance to provide an update on the Markham Board of Trade Accessibility Award. The following was discussed: (1) the purpose of the award; (2) the need to increase the number of nominations and the awareness of the award in future years; (3) the 2014 nominations received; (4) organizations that are eligible to obtain the award;	

Item	Discussion	Action
	(5) the process for judging the nominations; and (6) the Board of Trade's recommendation regarding the award winner. The Committee will recognize all of the businesses nominated for the Accessibility Award at the Accessibility Fair. The Board of Trade will try to promote the benefits of making businesses accessible at the Gala and will mention the other nominees. It was suggested that the Committee and the Board of Trade continue to work together to promote and strengthen the award on a go forward basis. Moved by Keith Irish Seconded Brendan Faulkner That the Markham Board of Trade recommendation regarding the 2014 winner of the Accessibility Award be approved. CARRIED	
4. Accessibility Coordinator Update	There was a discussion on the transfer of the Accessibility Coordinator's duties to the Senior Diversity Coordinator for a six month trial period. The transfer of duties was being put in place on a trial basis as the handling of accessibility matters was only about half of the previous Accessibility Coordinator's roles and responsibilities. The Committee discussed the pros and cons of the staffing change and deferred any further discussion on the topic to January 2015. Graham Seaman was requested to forward the job description of the Accessibility Coordinator to the Committee. Moved by Brendon Faulkner Seconded by Kristen Hayes	

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	That the discussion on the transfer of the Accessibility Coordinator duties to the Diversity Coordinator be reviewed in January 2015.	CARRIED
5. Markham Election Accessibility Update	Frank Edwards, Election Coordinator, and Martha Pettit, Deputy Clerk were in attendance to provide an update on actions the City has undertaken to ensure every qualified voter has the ability to vote at the 2014 municipal election . Some of the actions undertaken included: • Offering Internet voting • Reviewing the accessibility of every voting station • Having the school board issue a PA day on election day so that the doors at the schools can remain open • Placing staff at doors that do not have a door opener • Having pen grips and reading glasses at voting stations available for voters to use if required • Permitting voters to assign someone to vote on their behalf • Providing key information in other languages and in alternate formats	
6. Approval of the Minutes	Moved by Brendon Faulkner Seconded by Joan Jenkyn That the Minutes from the June 18, 2014 Advisory Committee on Accessibility be approved as presented. CARRIED	
7. Accessibility Fair	Brendon Faulkner provided an update on the Accessibility Fair. An event poster was circulated to the Committee. There are approximately 10 exhibitors that have been confirmed to date. The exhibitors need to be phoned and reminded that they need to submit their insurance. There will be a ballroom dancing and possibly a tai-	Obtain insurance forms from exhibitors – Sub-Committee

Item	Discussion	Action
	chi demonstration at the event. A press release will be issued in October promoting the event. The Committee was encouraged to promote the fair through their social networks. Special thank was provided to the City for helping with the organization of the Accessibility Fair.	Promote Accessibility Fair through members social networks – All Committee Members
8. York Region Advisory Committee on Accessibility	The following documentation from the York Region Advisory Committee on Accessibility was provided to the Committee: • A presentation on the York Region Advisory Committee term highlights and achievements was circulated to the Committee; • Information on the David C. Onley Award for Leadership in Accessibility	
9. Sub-Committee Updates	No reports were provided.	
10. New Business	A get well card will be sent to Robert Hunn on behalf of the Committee.	
11. Next Meeting	The next meeting of the Advisory Committee on Accessibility will be held on October 15, 2014 in Committee Room 4.	
12. Adjournment	The Advisory Committee on Accessibility adjourned at 3:30 p.m.	

Advisory Committee on Accessibility Action Items

No.	Action Item	Responsibility of Staff/Committee Member	Completion Date	Status
1.	Engagement with Markham's BIA's	Accessibility Coordinator	On going	
2.	Invite organizations representing different types of disabilities to present at future Advisory Committee on Accessibility Meetings	Accessibility Coordinator	On going	
3.	Include in the Site Plan for the gas station at Major Mackenzie and Don Cousens how it will provide accessible service.	David Miller	Fall 2014	
4.	Bring Committee's accessibility concerns regarding Markville Mall to the malls attention	Councillor Don Hamilton	September 2014	
6.	Ask Christopher Alexander about Toronto's accessible taxi cabs	Laura Gold	September 2014	
7.	Email Regional Councillor Landon regarding the Committee's traffic control concerns	Brendan Faulkner	September 2014	
8.	Review the interview criteria for the Accessibility Award in Feb. 2015	All Committee Members	February 2015	
9.	Survey the Committee regarding the meeting time.	Laura Gold	September 2014	

No.	Action Item	Responsibility of Staff/Committee Member	Completion Date	Status
10.	Provide Joan Jenkyn with the Provincial Liaison's email response regarding Service Ontario.	Laura Gold	September 2014	
11.	Obtain insurance forms from exhibitors.	Promotions Sub-Committee	October 2014	
12.	Promote Accessibility Fair using your social network.	All Committee Members	October 2014	