



**For Action  
with Confidential Attachment**

## **Appointment of Members to the Advisory Committee on Accessible Transit (ACAT)**

**Date:** November 16, 2020  
**To:** TTC Board  
**From:** Chief Operating Officer

### **Reason for Confidential Information**

---

This report deals with personal matters about an identifiable person, including municipal or local board employees.

### **Summary**

---

This report is seeking the Board's endorsement of the appointment of candidates to the Advisory Committee on Accessible Transit (ACAT), commencing their term on January 1, 2021 and ending December 31, 2023. In addition, this report seeks to re-establish a membership pool.

Applications for consideration were received through successful online recruitment efforts following the cancellation of in-person sessions due to COVID-19. Interviews were conducted online in September 2020, and the successful candidates were interviewed and evaluated by a four-member panel, including staff representatives from the TTC, personnel from the City of Toronto, and ACAT's current Chair.

Online recruitment for new ACAT members was successful this year, having received 56 applications, and Staff is considering it to be included as part of the ACAT application process on a permanent basis, in order to broaden the pool of potential applicants and remove barriers to joining the Committee.

In addition, the honoraria provided to ACAT members is being updated.

### **Recommendations**

---

It is recommended that the TTC Board:

1. Approve the appointment of the five candidates named in the Confidential Attachment, for a term starting on January 1, 2021 to December 31, 2023.
2. Approve the appointment of the four candidates named in the Confidential Attachment for a term starting on January 1, 2021 to December 31, 2021, to re-establish a pool to draw from in the event a member does not accept or complete their term.

3. Authorize the public release of the names of the appointed candidates upon approval of the confidential recommendations.
4. Authorize an increase of \$9,800 for the honoraria paid to ACAT members for a total of \$13,600.
5. Authorize an increase of \$36,000 for captioning services for all ACAT meetings for a total of \$48,000.

## **Financial Summary**

---

Approval of the recommendations in this report has no 2020 financial impact beyond the \$89,700 included in the 2020 Operating budget.

There is an increase of \$9,800 due to changes to honoraria for ACAT members starting in 2021. In addition to an increased cost of \$36,000 as a result of extending captioning services to all subcommittee meetings on a go forward basis. Required funding will be included into the proposed 2021 Operating Budget to be submitted for Board consideration at a future meeting.

### ACAT Budget Summary 2020 to 2022

|                              | 2020 Approved Budget | 2021 Proposed Budget | 2022 Outlook |
|------------------------------|----------------------|----------------------|--------------|
| Meetings                     | 46,030               | 54,900               | 55,200       |
| Courier Services             | 3,670                | 3,700                | 3,800        |
| ACAT Recruitment Advertising | 28,000               | 28,600               | 29,100       |
| Captioning Services          | 12,000               | 48,000               | 48,000       |
| Total                        | 89,700               | 135,200              | 136,100      |

The Interim Chief Financial Officer has reviewed this report and agrees with the financial impact information.

## **Equity/Accessibility Matters**

---

ACAT was established in 1992 to provide a mechanism for ongoing public participation on matters pertaining to accessible public transit in the City of Toronto. Such matters include the removal of barriers to accessibility and improving the customer experience for persons with disabilities and seniors.

ACAT is comprised of 15 members, of which at least eight must meet the definition of disability under the Ontario Human Rights Code. Several kinds of disabilities may be represented by these persons, including but not limited to: physical or mobility, visual, hearing, communication, learning, mental health (psychological/psychiatric) and intellectual/developmental disabilities. In addition, the Committee also seeks representation from the seniors' community and advocates for persons with disabilities or who have demonstrated knowledge of and interest in accessible transit issues.

## **Decision History**

---

At its November 30, 2016 meeting, the Board approved amendments to the ACAT Terms of Reference to update ACAT's membership requirements in accordance with the Ontario Human Rights Code definition of disability as well as to increase the maximum number of advocates for people with disabilities on the committee.

[http://www.ttc.ca/About\\_the\\_TTC/Commission\\_reports\\_and\\_information/Commission\\_meetings/2016/November\\_30/Reports/6\\_Amendment\\_to\\_the\\_Terms\\_of\\_Reference\\_for\\_the\\_Advisory\\_Commi.pdf](http://www.ttc.ca/About_the_TTC/Commission_reports_and_information/Commission_meetings/2016/November_30/Reports/6_Amendment_to_the_Terms_of_Reference_for_the_Advisory_Commi.pdf)

## **Issue Background**

---

Reporting to the TTC Board, ACAT's role is:

- to represent the needs and concerns of persons with disabilities and seniors who use TTC services;
- to provide advice to the TTC Board and TTC staff on the provision of accessible public transit;
- to advise the TTC on policy issues for service pertaining to the interest of persons with disabilities and seniors; and
- To support TTC staff in providing consultation, education, and advice related to persons with disabilities, seniors, and the community-at-large.

In keeping with the ACAT Terms of Reference, Section 2.2, membership is comprised of 15 individuals who use TTC services and represent a broad spectrum of persons with disabilities, seniors and advocates for persons with disabilities. Members must be residents of the City of Toronto and appointments are for a three-year term with one third of the members retired and replaced each year.

A pool of two to four people is also established each year to draw from in case an ACAT member cannot complete their three-year term. Pool members participate on one ACAT subcommittee as a means to learn more about the Committee and to keep current on ACAT activities. If not selected to replace an ACAT member during the year, pool members may reapply again for membership for the following year.

## **Comments**

---

The candidates recommended in this report were interviewed by a selection committee comprised of a staff member from the City of Toronto, TTC staff, and the current ACAT Chair. All candidates recommended are fully compliant with the aforementioned terms of reference, including the amendments made to the Terms of Reference to expand ACAT eligibility so that the Committee is representative of people with disabilities beyond the physical, sensory, and communication disabilities that the Committee has traditionally focused on.

Advertisements were placed in local newspapers (Etobicoke Guardian, North York Mirror and Scarborough Mirror) and online marketing through Metroland Media. Information was posted on subway platform screens, on the TTC website, shared across the TTC's social media channels, provided to Wheel-Trans customers (by email, Wheel-Trans booking site and the Ride Line), shared with Councillors through the Community Relations update and shared through organizations that serve people with disabilities.

The advertisement invited interested persons who have knowledge of and an interest in accessible transit issues to review the new member content posted online in order to receive an application and obtain information on ACAT's mandate and activities.

As part of the new ACAT term beginning in 2021, TTC is also recommending an increase to the honorarium paid to ACAT members which value of the increase is set out in the Financial Summary. In addition, ACAT members will continue to receive an annual transit pass or in the alternative will have any business-related travel reimbursed as an expense.

### **Changes to New Member Recruitment Process**

The TTC Board-approved ACAT Terms of Reference (ToR) governs the annual application process for new membership in the Committee.

Currently, Section 3.2 of the ToR requires all applicants to attend an in-person information session prior to applying for Committee membership. In response to feedback from customers and ACAT, starting in 2021, while information sessions will be resumed when it is safe to do so, attendance will no longer be mandatory.

In 2020, application for membership was made available online due to COVID-19. Potential applicants will need to review and agree to mandatory screening questions before gaining access to the application form. Staff also made available improved information about the Committee, including frequently asked questions about ACAT member responsibilities and the time commitment required to be an ACAT member.

In terms of applications received in 2020, Staff is considering to make online recruitment permanent, in addition to in-person sessions, as part of the ACAT application process in 2021. The ACAT Terms of Reference will be revised to reflect this change in future.

## **Contact**

---

Lodon Hassan, Assistant Manager – Customer Service, Wheel-Trans  
416-393-6732  
[Lodon.Hassan@ttc.ca](mailto:Lodon.Hassan@ttc.ca)

Dwayne Geddes, Head of Wheel-Trans  
416-393-3095  
[Dwayne.Geddes@ttc.ca](mailto:Dwayne.Geddes@ttc.ca)

## **Signature**

---

James Ross  
Chief Operating Officer

## **Attachments**

---

Attachment 1 - Confidential Attachment