



**For Action
with Confidential Attachment**

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

Date: November 29, 2021
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, 2022 and ending on December 31, 2024. 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 2021, 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 40 applications. Staff is considering online recruiting 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 for candidates that were unable to attend the in-person sessions.

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, 2022 to December 31, 2024.
2. Approve the appointment of the four candidates named in the Confidential Attachment for a term starting on January 1, 2022 to December 31, 2022, 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. Approve the ACAT new member recruitment process to include an online option on a permanent basis, in order to broaden the pool of potential applicants and remove barriers to joining the Committee.

Financial Summary

Approval of the recommendations in this report has no financial impact. The ACAT budget and outlook, summarized in the following table, accounts for the costs associated with supporting a 15-member Committee.

ACAT Budget Summary 2021 to 2023

	2021 Approved Budget	2022 Proposed Budget	2023 Outlook
Meetings	54,900	58,800	59,100
Courier Services	3,700	3,800	3,900
ACAT Recruitment Advertising	28,600	29,100	29,700
Captioning Services	48,000	48,000	50,000
Total	\$ 135,200	\$ 139,700	\$ 142,700

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. With the recommendations of our Racial Equity Office, we have updated our application and recruitment process to attract candidates from the Indigenous and Black communities and racialized people with disabilities.

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, Indigenous, and Black communities, racialized people with disabilities, advocates for persons with disabilities, or people 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.

[Staff Report - Amendment to the Terms of Reference for the Advisory Committee on Accessible Transit \(ACAT\)](#)

[Decision – Amendment to the Terms of Reference for the Advisory Committee on Accessible Transit \(ACAT\)](#)

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;
- Provide advice to the TTC Board and TTC staff on the provision of accessible public transit;
- Advise the TTC on policy issues for service pertaining to the interest of persons with disabilities and seniors; and
- 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. The application and recruitment process has been updated based on recommendations from the Racial Equity Office, to include and expand outreach to Indigenous, Black and racialized people with disabilities.

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 First Nations Drum, Toronto.com and 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 e-mail, Wheel-Trans booking site and the Ride Line), shared with ACAT members by e-mail to share with their networks, 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.

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 in person will no longer be mandatory as the presentation material along with a FAQ will be shared online.

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.

Staff has recommended making the ACAT new member recruitment process online permanent as part of the ACAT application process in 2022. The ACAT Terms of Reference will be revised to reflect this change in the future.

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Signature

James Ross
Chief Operating Officer

Attachments

Attachment 1 – Confidential Attachment