



**City of Hamilton**  
**ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES**  
**AGENDA**

**Meeting #:** 20-003  
**Date:** March 10, 2020  
**Time:** 4:00 p.m.  
**Location:** Room 192 and 193, City Hall  
71 Main Street West

Alicia Davenport, Legislative Coordinator (905) 546-2424 ext. 2729

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1. **CEREMONIAL ACTIVITIES**
2. **APPROVAL OF AGENDA**  
(Added Items, if applicable, will be noted with \*)
3. **DECLARATIONS OF INTEREST**
4. **APPROVAL OF MINUTES OF PREVIOUS MEETING**
  - 4.1. February 11, 2020
5. **COMMUNICATIONS**
6. **DELEGATION REQUESTS**
7. **CONSENT ITEMS**
  - 7.1. Built Environment Working Group Update (no copy)
  - 7.2. Housing Issues Working Group Update
  - 7.3. Outreach Working Group Update (no copy)

7.4. Transportation Working Group Update

**8. PUBLIC HEARINGS / DELEGATIONS**

**9. STAFF PRESENTATIONS**

- 9.1. Consultation respecting Duration of HSR Bus Transfers for Persons with Disabilities (Outstanding Business List Item) (no copy)

**10. DISCUSSION ITEMS**

- 10.1. Installation of Urban Braille along Cannon Street East (PW20049) (Ward 2) (Outstanding Business List Item)
- 10.2. Rick Hansen Foundation Accessibility Certification (RHFAC) (no copy)
- 10.3. Attendees to the L'Arche Hamilton Fundraising Dinner on April 25, 2020 (no copy)

**11. MOTIONS**

**12. NOTICES OF MOTION**

**13. GENERAL INFORMATION / OTHER BUSINESS**

- 13.1. Accessibility Complaints to the City of Hamilton (no copy)
- 13.2. Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Update (no copy)
- 13.3. Presenters List for the Advisory Committee for Persons with Disabilities
- 13.4. Review of Advisory Committee for Persons with Disabilities Outstanding Business List (deferred from the February 11, 2020 meeting)
- 13.4.a. Outstanding Business List Item 2017-B - Correspondence from Tom Hunter, CityHousing Hamilton, respecting a Smoke Free Living Policy
- 13.4.b. Outstanding Business List Item 2018-B - Snow and Ice By-law No. 03-296

- 13.4.c. Outstanding Business List Item 2018-E - Correspondence from the Wheelchair and Scooter Safety Working Group respecting a Draft Stranded Wheelchair Proposal from DARTS
- 13.4.d. Outstanding Business List Item 2018-F - Correspondence from Anne McArthur, Public Works, respecting an Accessibility Review of City Hall
- 13.4.e. Outstanding Business List Item 2018-D - Correspondence from Ali Sabourin, HSR, respecting Automated Pre-Boarding Announcements on HSR Vehicles
- 13.4.f. Outstanding Business List Item 2019-D - Correspondence from the IT Service Desk respecting the Feasibility of a Document Sharing Portal
- 13.4.g. Amendments to the Advisory Committee for Persons with Disabilities Outstanding Business List
- 13.5. Update on Donation to the Hamilton Conservation Foundation's Tribute Tree Program in Honour of the Late John Hawker (deferred from the February 11, 2020 meeting) (no copy)
- 13.6. Overview of Meeting with the Mayor, Chief of Police, and City Manager (no copy)
- 13.7. Refreshments at Committee and Working Group Meetings (no copy)

**14. PRIVATE AND CONFIDENTIAL**

**15. ADJOURNMENT**



Hamilton

**ADVISORY COMMITTEE FOR PERSONS WITH  
DISABILITIES  
MINUTES 20-002**

**4:00 p.m.**

**Tuesday, February 11, 2020  
Rooms 192 and 193, City Hall  
71 Main Street West**

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**Present:** A. Mallet (Chair), P. Kilburn (Vice-Chair), S. Aaron,  
P. Cameron, J. Cardno, A. Frisina,  
S. Geffros, J. Kemp, T. Manzuk, M. McNeil,  
T. Murphy, K. Nolan, T. Nolan, M. Sinclair and  
A. Wilson

**Absent**

**with regrets:** M. Dent, L. Dingman and C. McBride

**Also Present:** J. Bowen, Supervisor, Diversity and Inclusion

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**THE FOLLOWING ITEMS WERE REFERRED TO THE  
GENERAL ISSUES COMMITTEE FOR CONSIDERATION:**

- 1. Letter from Advisory Committee for Persons with Disabilities to the General Issues Committee respecting Sidewalk Snow Removal Report PW19022(a) (Item 7.1(b))**

**(Manzuk/McNeil)**

- (a) That the letter prepared by the Built Environment Working Group on behalf of the Advisory Committee for Persons with Disabilities, respecting Sidewalk Snow Removal Report PW19022(a), attached hereto as Appendix "A", be approved; and,
- (b) That staff be directed to forward the letter from the Advisory Committee for Persons with Disabilities respecting Sidewalk Snow Removal Report PW19022(a), attached hereto as Appendix "A", to the General Issues Committee for consideration.

**CARRIED**

**2. L'Arche Hamilton Fundraising Dinner**

**(Kilburn/Kemp)**

WHEREAS, L'Arche is a leader in supporting people with intellectual disabilities in Canada and the world; and,

WHEREAS, L'Arche seeks to provide environments where people can reach their full potential, lead lives rich in relationships of mutuality, and have a valid place in society where all can contribute;

THEREFORE, BE IT RESOLVED:

That eight tickets to L'Arche Hamilton's fundraising dinner on April 25, 2020 at the Venetian Club of Hamilton (269 John Street North) be purchased to allow members of the Committee to attend the event at a total cost of \$480 (\$60 per person), to be funded from the Advisory Committee for Persons with Disabilities Reserve Fund (112212).

**CARRIED**

**3. Advisory Committee for Persons with Disabilities  
Representative on the Hamilton Strategic Road Safety  
Committee**

**(Kemp/Kilburn)**

WHEREAS, the Hamilton Strategic Road Safety Committee meets on a quarterly basis within a calendar year (additional meetings may be held as required);

WHEREAS, the mandate of the Hamilton Strategic Road Safety Committee is to guide the implementation of the City's Vision Zero Action Plan toward a safe, balanced, and integrated transportation network that offers a choice of travel modes for all road users and eliminates collisions that result in injury or death; and,

WHEREAS, there is an opportunity for an Advisory Committee for Persons with Disabilities member to serve as a key stakeholder/advisor (non-voting member) on the Hamilton Strategic Road Safety Committee;

THEREFORE, BE IT RESOLVED:

- (a) That the Chair of the Advisory Committee for Persons with Disabilities be authorized to represent the Committee's interests as a key stakeholder/advisor (non-voting member) on the Hamilton Strategic Road Safety Committee; and,
- (b) That Committee Member Tom Manzuk be authorized to represent the Committee's interests as a key stakeholder/advisor (non-voting member) on the Hamilton Strategic Road Safety Committee for the remainder of the 2018 – 2022 Term of Council if the

Chair of the Advisory Committee for Persons with Disabilities is unable to attend.

**CARRIED**

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 2)**

The Committee Clerk advised of the following changes to the agenda:

**5. COMMUNICATIONS**

- 5.2 Correspondence from Michal Sokol, Public Works Department, respecting Follow-Up to Built Environment Working Group Inquiries

Recommendation: Be received and referred to the consideration of Item 7.1(a).

**7. CONSENT ITEMS**

- 7.1 Built Environment Working Group Update
  - 7.1(a) Built Environment Working Group Meeting Notes – January 7, 2020
  - 7.1(b) Letter from Advisory Committee for Persons with Disabilities to the General Issues Committee respecting Sidewalk Snow Removal Report PW19022(a)

- 7.2 Housing Issues Working Group Update
  - 7.2(a) Housing Issues Working Group Meeting Notes – December 17, 2019
- 7.3 Transportation Working Group Update
  - 7.3(a) Transportation Working Group Meeting Notes – January 28, 2020

Item 9.1 was moved up on the agenda to be considered immediately following Item 3:

## **9. STAFF PRESENTATIONS**

- 9.1 Emergency Management and Preparedness

## **10. DISCUSSION ITEMS**

- 10.1 Rick Hansen Foundation Accessibility Certification Ratings
- 10.2 World Autism Awareness Day Flag Raising

### **(Frisina/Cameron)**

That the agenda for the February 11, 2020 meeting of the Advisory Committee for Persons with Disabilities be approved, as amended.

**CARRIED**

### **(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.



**(c) APPROVAL OF MINUTES (Item 4)**

**(i) January 14, 2020 (Item 4.1)**

**(Frisina/McNeil)**

That the minutes of the January 14, 2020 meeting of the Advisory Committee for Persons with Disabilities, be approved, as presented.

**CARRIED**

**(d) STAFF PRESENTATIONS (Item 9)**

**(i) Emergency Management and Preparedness (Item 9.1)**

Fire Chief Dave Cunliffe, Connie Verhaeghe, Senior Emergency Management Coordinator, Kirsten Marples, Emergency Management Coordinator, and Jacqueline Durlov, Communications Officer, addressed Committee respecting Emergency Management and Preparedness, with the aid of a presentation.

**(Manzuk/K.Nolan)**

That the presentation, respecting Emergency Management and Preparedness, be received.

**CARRIED**

A copy of the presentation is available on the City's website at [www.hamilton.ca](http://www.hamilton.ca) or through the Office of the City Clerk.

**(e) COMMUNICATIONS (Item 5)**

- (i) Correspondence from Chris Schafer, Lime (Canada), respecting E-Scooters (Item 5.1)**

**(Kilburn/Kemp)**

That the correspondence from Chris Schafer, Lime (Canada), respecting E-Scooters, be received.

**CARRIED**

**(T. Nolan/Kilburn)**

That the Transportation Working Group be directed to investigate motorized vehicles, other than automobiles, on City of Hamilton roads, and their impact on persons with disabilities.

**CARRIED**

- (ii) Correspondence from Michal Sokol, Public Works Department, respecting Follow-Up to Built Environment Working Group Inquiries (Added Item 5.2)**

**(Geffros/Wilson)**

That the correspondence from Michal Sokol, Public Works Department, respecting Follow-Up to Built Environment Working Group Inquiries, be received and referred to the consideration of Item 7.1(a).

**CARRIED**

**(f) CONSENT ITEMS (Item 7)**

**(i) Built Environment Working Group Update (Item 7.1)**

**(Manzuk/Kemp)**

That the Built Environment Working Group Meeting Notes of January 7, 2020 (Added Item 7.1(a)), be received.

**CARRIED**

For further disposition of this matter, refer to Item 1.

**(ii) Housing Issues Working Group Update (Item 7.2)**

**(Cameron/Kilburn)**

That the Housing Issues Working Group Meeting Notes of December 17, 2019 (Added Item 7.2(a)), be received.

**CARRIED**

**(iii) Transportation Working Group Update (Item 7.3)**

**(Aaron/McNeil)**

That the Transportation Working Group Meeting Notes of January 28, 2020 (Added Item 7.3(a)), be withdrawn as they have not been approved by the working group.

**CARRIED**

**(g) DISCUSSION ITEMS (Item 10)**

**(i) Rick Hansen Foundation Accessibility Certification Ratings (Added Item 10.1)**

Jessica Bowen, Supervisor, Diversity and Inclusion, advised that the new release respecting the Rick

Hansen Foundation Accessibility Certification Ratings, will be distributed to the Committee members.

**(Kilburn/Cardno)**

That the information respecting the Rick Hansen Foundation Accessibility Certification Ratings be forwarded to the Built Environment Working Group for further investigation, with a report back to the Advisory Committee for Persons with Disabilities.

**CARRIED**

**(ii) World Autism Awareness Day Flag Raising (Added Item 10.2)**

Jessica Bowen, Supervisor, Diversity and Inclusion, advised the Committee that the City of Hamilton will be raising the flag for World Autism Awareness Day.

**(Geffros/Kemp)**

That the verbal update from Jessica Bowen, respecting World Autism Awareness Day Flag Raising, be received.

**CARRIED**

**(h) GENERAL INFORMATION / OTHER BUSINESS (Item 13)**

**(i) Accessibility Complaints to the City of Hamilton (Item 13.1)**

No update.

**(ii) *Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Update (Item 13.2)***

No update.

**(iii) Presenters List for the Advisory Committee for Persons with Disabilities (Item 13.3)**

No update.

**(iv) Review of Advisory Committee for Persons with Disabilities Outstanding Business List (Item 13.4)**

**(Kilburn/Kemp)**

That Item 13.4, respecting a Review of Advisory Committee for Persons with Disabilities Outstanding Business List, be deferred to the March 10, 2020 Advisory Committee for Persons with Disabilities meeting due to time constraints.

**CARRIED**

**(v) Hamilton Strategic Road Safety Committee Meeting Update and ACPD Representative (Item 13.5)**

On November 12, 2019, the Advisory Committee for Persons with Disabilities authorized the Chair to attend one meeting of the Hamilton Strategic Road Safety Committee at the request of City staff.

For further disposition of this matter, refer to Item 3.

**(vi) Update on Donation to the Hamilton Conservation Foundation's Tribute Tree Program in Honour of the Late John Hawker (Item 13.6)**

**(Kilburn/Kemp)**

That Item 13.6, respecting an Update on Donation to the Hamilton Conservation Foundation's Tribute Tree Program in Honour of the Late John Hawker be deferred to the March 10, 2020 Advisory Committee for

Persons with Disabilities meeting due to time constraints.

**CARRIED**

**(vii) Reinstatement of the Outreach Working Group  
(Added Item 13.7)**

**(Kemp/Kilburn)**

That the Outreach Working Group be reinstated, with the following membership:

- P. Kilburn
- J. Kemp
- J. Cardno
- S. Aaron
- A. Frisina
- A. Mallett
- P. Cameron

**CARRIED**

**(i) ADJOURNMENT (Item 15)**

**(Geffros/Murphy)**

That there being no further business, the Advisory Committee for Persons with Disabilities be adjourned at 6:05 p.m.

**CARRIED**

Respectfully submitted,

A. Mallet, Chair  
Advisory Committee for  
Persons with Disabilities

Loren Kolar  
Legislative Coordinator  
Office of the City Clerk



## INFORMATION REPORT

<b>TO:</b>	Chair and Members Advisory Committee for Persons with Disabilities (ACPD)
<b>COMMITTEE DATE:</b>	March 10, 2020
<b>SUBJECT/REPORT NO:</b>	Installation of Urban Braille along Cannon Street East (PW20049) (Ward 2) <b>(Outstanding Business List Item)</b>
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>PREPARED BY:</b>	Susan Jacob (905) 546-2424 Ext. 2621 Mitchell Knott (905) 546-2424 Ext. 4084
<b>SUBMITTED BY:</b>	Gord McGuire Director, Engineering Services Public Works Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

At its meeting of October 9, 2019, Council directed staff as follows;

- (a) That Public Works staff be requested to examine and report back to the Advisory Committee for Persons with Disabilities on the feasibility of installing Urban Braille on Cannon Street East at the intersections of Wellington Street North, Catherine Street North, and John Street North; and,
- (b) That there be uniformity/continuity in the maintenance of major intersections, in accordance with Accessibility for Ontarians with Disabilities Act, 2005, standards (as at the intersection of Rymal Road West and West 5th Street, Hamilton).

### INFORMATION

- (a) Staff has reviewed the feasibility of the installation of AODA treatment and/or urban braille at the four corners of the following three locations on Cannon Street East at Wellington Street North, Catherine Street North, and John Street North;

It is feasible to install urban braille including 150mm shorelines, street name plates, tactile strips with directional lines as per City of Hamilton RD-124 detail

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OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.



**SUBJECT: Installation of Urban Braille along Cannon Street East  
(PW20049) (Ward 2) - Page 2 of 2**

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with minor modification to accommodate existing site conditions at all four corners of the following two intersections, Cannon Street East/Catherine Street North and Cannon Street East/John Street North.

It is feasible to install urban braille including 150mm shorelines, street name plates tactile strips with directional lines as per City of Hamilton RD-124 detail at three of the four corners of the Cannon Street East/ Wellington Street North intersection. The South West corner of Wellington and Cannon is the only corner not feasible to have urban braille installed including 150mm shorelines, street name plates tactile strips with directional lines as per City of Hamilton RD-124 detail with minor modification to accommodate existing site conditions. The reasoning is due to an existing hydro manhole located in the sidewalk that would not be feasible to relocate, which will inhibit the installation of tactile strip, that is part of the urban braille design. The existing sidewalk at this corner includes urban braille without the tactile strip and it is in good condition.

Currently the North West corner of Cannon Street East/ Wellington Street North intersection is in the design process by Transportation, Operations and Maintenance group to install a permanent bump out for replacing the temporary bump out currently in place. Any urban braille at the North West corner should be completed in conjunction with the proposed bump out construction.

- (b) General maintenance and uniformity/continuity of existing major intersections including adjusting directional lines to match line painting, AODA treatment and fixing uneven surfaces should be made aware of to Transportation, Operations and Maintenance.

All Capital Works reconstruction projects where the intersection is being reconstructed will include AODA treatment as per City of Hamilton RD-124 "Integrated Accessibility – Sidewalk/ Urban Braille Guidelines". Rymal Road West and West 5th Street intersection was reconstructed to current City of Hamilton standards as part of Capital Works project C15-54-17 (HW) - Rymal Road West from Garth Street to West 5th Street.

**APPENDICES AND SCHEDULES ATTACHED**

N/A

## 13.3

### Advisory Committee for Persons with Disabilities (ACPD) Presenters List as of March 4, 2020

The following is a listing of invited presenters for future Advisory Committee for Persons with Disabilities meetings:

- (a) **Invitee:** Donna Skelly, MPP Flamborough-Glanbrook  
**Issue:** Listening to Ontarians with Disabilities: The Third Review of the *Accessibility for Ontarians with Disabilities Act, 2005*  
**Date Action Initiated:** March 12, 2019, Advisory Committee for Persons with Disabilities Report 19-002, Item (f)(v)  
**Status:** Ongoing - See Item 2019-C on Outstanding Business List for reference.
  
- (b) **Invitee:** Director of Housing Services (or their designate)  
**Issue:** City of Hamilton's Housing and Homelessness Action Plan  
**Date Action Initiated:** August 13, 2019, Advisory Committee for Persons with Disabilities Report 19-007, Item 1  
**Status:** Considered Complete - Edward John (Director of Housing Services) and Greg Witt (Sr. Policy & Program Specialist - Investments in Affordable Housing) attended the Housing Issues Working Group meeting on January 21, 2020.
  
- (c) **Invitee:** Emergency Management Staff  
**Issue:** City of Hamilton's Emergency Plan  
**Date Action Initiated:** August 13, 2019, Advisory Committee for Persons with Disabilities Report 19-007, Item 3  
**Status:** Considered Complete - Addressed as Item (d)(i) on Advisory Committee for Persons with Disabilities Report 20-002.

Advisory Committee for Persons with Disabilities Presenters List  
Page 2 of 2

- (d) **Invitee:** General Manager of Healthy and Safe Communities (or their designate)  
**Issue:** Impact of a potential change to the Ontario Disability Support Program's definition of disability and Hamilton Health Teams on persons with disabilities  
**Date Action Initiated:** January 14, 2020, Advisory Committee for Persons with Disabilities Report 20-001, Item 6  
**Status:** Ongoing - Director of Ontario Works scheduled to attend the Advisory Committee for Persons with Disabilities meeting on April 14, 2020.
- (e) **Invitee:** Project Manager of CityLAB Hamilton (or their designate)  
**Issue:** Overview of the CityLAB Hamilton program, including information related to current projects.  
**Date Action Initiated:** January 14, 2020, Advisory Committee for Persons with Disabilities Report 20-001, Item 6  
**Status:** Ongoing - Approved by Council on February 26 to 27, 2020. A Council Follow-Up Notice was issued to the Project Manager of CityLAB Hamilton on March 2, 2020 for appropriate action.

## 13.4

### **Advisory Committee for Persons with Disabilities (ACPD) Outstanding Business List as of March 4, 2020**

#### **2016-A**

**Issue:** Update of the 2006 Barrier Free Design Guidelines

**Date Action Initiated:** June 14, 2016 (Item 8.2)

**Resolution:** That financial and administrative resources be put forward by Public Works, in consultation with CityHousing Hamilton, to update the 2006 Barrier Free Design Guidelines and that those guidelines include updated requirements for accessible housing within City owned and operated housing facilities.

**Status:** Ongoing - An update has been requested from relevant Staff. Awaiting response.

#### **2016-B**

**Issue:** Housing Services and City of Hamilton's Barrier Free Design Guidelines

**Date Action Initiated:** September 13, 2016 (Item 4(i))

**Resolution:** That Housing Services staff be directed to adhere to the City of Hamilton's Barrier Free Design Guidelines and consult with the Advisory Committee for Persons with Disabilities for any future housing renovations and new construction projects.

**Status:** Considered Complete - See Report HSC19001 respecting Response to the Advisory Committee for Persons with Disabilities (ACPD) Inquiries on Housing Issues (Item 10.1 on the Healthy & Safe Communities Committee meeting agenda for January 17, 2019)

#### **2016-C**

**Issue:** Request for an Accessibility Audit Update from Housing Services

**Date Action Initiated:** September 13, 2016 (Item 4 (ii))

**Resolution:** That staff be directed to prepare an update to the Advisory Committee on Persons with Disabilities on all accessibility audits completed to date by ACPD, including City

Hall, MacNab Street Terminal, Stoney Creek Recreation Centre, Battlefield House and Park, Westmount Recreation Centre, Waterdown Civic Centre, 690 Stone Church Road West and Tim Horton's Field, with dates, outcomes and outstanding items found in each audit.

**Status:** Ongoing - Jessica Bowen (Supervisor of Diversity and Inclusion, Human Resources Division) to provide the requested update.

### **2017-A**

**Issue:** Locations of Accessible Washrooms in City Owned Facilities

**Date Action Initiated:** August 8, 2017 17-007 (Item 5.2)

**Resolution:** That staff be directed to provide an inventory of accessible public washrooms in City owned facilities, to be made available to the public

**Status:** Ongoing - The Energy Fleet & Facilities Management Division of the Public Works Department is in the process of preparing an inventory. Target completion date is November 2020.

### **2017-B**

**Issue:** Smoke Free Policy for Social Housing

**Date Action Initiated:** Dec. 12, 2017 (Added Item 9.1)

**Resolution:** That Public Health Services staff be directed to investigate the feasibility of establishing a smoke - free policy for all social housing in Hamilton

**Status:** Considered Complete - See Item 13.4(a) respecting correspondence from Tom Hunter, CityHousing Hamilton.

### **2018-A**

**Issue:** Snow Removal Processes and Policies

**Date Action Initiated:** February 13, 2018 18-002 (Item 7.2)

**Resolution:** That staff be directed to work on a solution for

snow clearing and work with members of the Advisory Committee for Persons with Disabilities to develop a plan for the Winter 2018/2019.

**Status:** Considered Complete - See Report PW19022(a) respecting Sidewalk Snow Removal (Item 7.1 on the General Issues Committee meeting agenda for February 13, 2020)

### **2018-B**

**Issue:** Review of Snow and Ice By-law No. 03-296

**Date Action Initiated:** April 10, 2018 18-004 (Added Item 11.5)

**Resolution:**

- (a) That appropriate staff be invited to come to a meeting of the Advisory Committee for Persons with Disabilities to discuss the Snow and Ice By-law No. 03-296 By-law; and,
- (b) That a copy of the current Snow and Ice By-law No. 03-296 be distributed to members of the Advisory Committee for Persons with Disabilities for review and discussion with staff.

**Status:** Considered Complete - See Item 13.4(b) for Snow and Ice By-law No. 03-296.

### **2018-C**

**Issue:** Note-taker for ACPD meetings

**Date Action Initiated:** April 10, 2018 18-004

**Resolution:** Staff were directed to investigate the feasibility and criteria for hiring a note-taker for the working groups of the Advisory Committee for Persons with Disabilities.

**Status:** Considered Complete - Jessica Bowen (Supervisor of Diversity and Inclusion, Human Resources Division) attended the first meetings of 2020 of the Housing Issues Working Group, the Transportation Working Group, and the Built Environment Working Group to discuss their respective accommodation needs and investigate potential solutions.

**2018-D**

**Issue:** Automated Pre-Boarding Announcements on HSR Vehicles

**Date Action Initiated:** June 12, 2018 18-006 (Added Item 9.1)

**Resolution:** That staff be directed to take steps to ensure that system is fully operational on all HSR vehicles as is required by AODA regulations.

**Status:** Considered Complete - See Item 13.4(e) respecting correspondence from Ali Sabourin, HSR.

**2018-E**

**Issue:** Draft Proposal from DARTS respecting Stranded Wheelchairs

**Date Action Initiated:** July 10, 2018 18-007 (Item 5.5(a))

**Resolution:** That the Draft Proposal from DARTS respecting Stranded Wheelchairs be referred to the Wheelchair and Scooter Safety Working Group with a report back to the Advisory Committee for Persons with Disabilities.

**Status:** Considered Complete - See Item 13.4(c) respecting correspondence from the Wheelchair and Scooter Safety Working Group.

**2018-F**

**Issue:** Accessibility Review of City Hall Outstanding Items

**Date Action Initiated:** September 11, 2018 18-009 (Item 5.1)

**Resolution:** The following accessibility improvements be made at City Hall:

- push locks in the accessible washrooms at City Hall. The current locking mechanism requires a person to have the strength and dexterity to physically turn the lock to ensure privacy. In addition, the door and locking mechanism are not in alignment with the bathroom wall requiring the individual to position themselves, reach and lean forward to secure the lock such that it places them in a precarious position and at risk of falling;

- installation of a tactile (warning) strip at the top of the second-floor stairs at City Hall;
- inclusion of decals with a higher colour contrast on all glass doors at City Hall; and,
- reflective tape on the railing from Main Street into the City Hall Forecourt

**Status:** Considered Complete - See Item 13.4(d) respecting correspondence from Anne McArthur, Public Works.

### **2019-A**

**Issue:** Hamilton Street Railway Bus Transfers

**Date Action Initiated:** March 12, 2019 19-002 Item 11.1

**Resolution:** Hamilton Street Railway Bus Transfers

ACPD requests City Council to direct staff to investigate the feasibility of HSR extending the duration of HSR bus transfers for persons with disabilities including consultation with ACPD on this process.

**Status:** Ongoing - Nancy Purser (Manager of Transit Support Services) scheduled to attend the Advisory Committee for Persons with Disabilities meeting on March 10, 2020.

### **2019-B**

**Issue:** City's Commitment to the Lives of Persons with Disabilities in the City of Hamilton

**Date Action Initiated:** March 12, 2019 19-002 Added Item 11.2

**Resolution:** That the Mayor and Council be invited to attend and speak to the Advisory Committee for Persons with Disabilities respecting the City's commitment to the betterment of the lives of persons with disabilities in the City of Hamilton.

**Status:** Considered Complete - A Council Follow-Up Notice was issued to Jodi Koch, Director, Talent and Diversity, on April 24, 2019 for appropriate follow-up.



**2019-C**

**Issue:** Correspondence to a Member of Provincial Parliament respecting Listening to Ontarians with Disabilities: Report of the Third Review of the Accessibility for Ontarians with Disabilities Act, 2005

**Date Action Initiated:** March 12, 2019 19-002 Added Item 13.5

**Resolution:** That staff prepare a letter for the Chair's signature, to be sent to the General Issues Committee & Council for approval.

**Status:** Ongoing - Jessica Bowen (Supervisor of Diversity and Inclusion, Human Resources Division) to follow-up.

**2019-D**

**Issue:** Feasibility of a Document Sharing Portal

**Date Action Initiated:** August 13, 2019, Report 19-007, Item (d)(iv)

**Resolution:** That Diversity and Inclusion Staff be requested to investigate and report back to the Advisory Committee for Persons with Disabilities on the feasibility of a document sharing portal or similar technology to serve as an online workspace and centralized document repository for Working Groups of the Advisory Committee for Persons with Disabilities, enabling members to work on projects more effectively.

**Status:** Considered Complete - See Item 13.4(f) respecting correspondence from IT Service Desk.

**2019-E**

**Issue:** Installation of Urban Braille along Cannon Street East at the Intersections of Wellington Street North, Catherine Street North, and John Street North

**Date Action Initiated:** September 10, 2019, Report 19- 008, Item 1

**Resolution:** That Public Works staff be requested to examine and report back to the Advisory Committee for Persons with

Disabilities on the feasibility of installing Urban Braille on Cannon Street East at the intersections of Wellington Street North, Catherine Street North, and John Street North.

**Status:** Considered Complete - See Item 10.1 (Report PW20018) on today's agenda.

## **2020-A**

**Issue:** Rick Hansen Foundation Accessibility Certification Ratings

**Date Action Initiated:** February 11, 2020, Report 20-002, Item (g)(i)

**Resolution:** That the information respecting the Rick Hansen Foundation Accessibility Certification Ratings be forwarded to the Built Environment Working Group for further investigation, with a report back to the Advisory Committee for Persons with Disabilities.

**Status:** Considered Complete - See Item 10.2 on today's agenda.

**13.4(a)**

**Sent:** October 15, 2019 3:43 PM

**Subject:** Advisory Committee for Persons with Disabilities  
Outstanding Business List Item 2017-B re: Smoke Free Policy for  
Social Housing

At the CityHousing Hamilton (CHH) Board meeting in September 2019, a Smoke-Free Living policy for our buildings was approved for implementation effective January 1, 2020 (see Report #19027, attached as Appendix "A" to this correspondence). Essentially, any new and transferring units will be rented as smoke free. Tenants currently living in our units will be grandfathered. It will take many years until a building is entirely "smoke free". This policy applies to CHH buildings and not "...all social housing in Hamilton". Please let me know if you require anything further.

Thanks,

Tom Hunter,  
CEO, CityHousing Hamilton



**Date:** September 24, 2019

**Report to:** Board of Directors  
CityHousing Hamilton Corporation

**Submitted by:** Tom Hunter  
Chief Executive  
Officer/Secretary

**Prepared by:** Kate Mannen,  
Manager Partnership  
Development and Support  
Services

**Subject: Smoke-Free Living Policy (Report #19027)**

**RECOMMENDATION:**

That the following CityHousing Hamilton (CHH) policy, information and actions be approved:

- (i) That the results of the smoke-free living resident survey, Appendix A, be accepted to support the development of a smoke-free policy for all CHH buildings to be implemented January 1, 2020.
- (ii) That Appendix B, respecting a Smoke-Free Living Policy for all CHH properties be approved.
- (iii) That Appendix C, respecting a smoke-free lease addendum for new and transferring tenants in all CHH buildings be approved.
- (iv) That tenants are aware of new smoking and vaping restrictions and prohibitions under the CHH Smoke-Free Living policy, Appendix "D 1-3".
- (v) That the CHH Smoking and Second Hand Smoke Survey, Appendix E, be received as information

A handwritten signature in blue ink that reads "Tom Hunter".

---

Tom Hunter  
Chief Executive Officer/Secretary

**EXECUTIVE SUMMARY:**

Building on the initial Smoke-Free Living policy passed in June 2018 and the Public Health Services/CHH resident survey conducted in Q1 2019, CHH proposes that all buildings should be smoke-free.

The Smoking and Second-Hand Smoke Survey results included responses from 912 households of which 68% resided in seniors' apartment buildings. Seventy-two percent do not currently smoke cannabis, tobacco and/or shisha. While 62% of respondents would support a smoke-free policy in all CHH buildings, 80% think smoking should be prohibited within 9 metres from CHH building entrances/exits. The CHH Smoking and Second-Hand Smoke Survey Results Infogram is presented as Appendix A.

Ontario legislation allows current residents to be grandfathered to allow smoking in their units until they transfer units or cease to be a tenant. The new policy would affect new and transferring tenants to any CHH building who will not be allowed to smoke or vape in their unit or balcony. In Ontario social housing, experience indicates it typically takes 15 years for a multi-dwelling building to become totally smoke-free.

**BACKGROUND:**

At the June 2018 Board meeting, the Board passed CHH's first smoke-free living policy (Appendix B), which prohibited smoking and/or vaping in any new or retrofitted CHH building. An odour control plan was also approved for apartment buildings in preparation of cannabis legalization in October 2018.

The Board also directed staff to

- (i) Explore the development of a smoke-free policy for all CHH properties through a resident survey.
- (ii) Ensure signage as prescribed in the Smoke-Free Ontario Act (July 1, 2018) is posted at entrances, exits and common areas.
- (iii) Ensure residents are aware of new smoking and vaping prohibitions under the Smoke-Free Ontario Act.

CHH, in partnership with Public Health Services, posted provincial smoke-free signage at entrances, exits and common areas in all multi-unit buildings. These became available and were installed in October 2018. Every resident received a letter from CHH informing them of the new smoke-free policy and changes to the Smoke-Free Ontario Act in Q3 2018.

The Smoking and Second-Hand Smoke Survey was conducted in March 2019. The survey is attached as Appendix E. Survey results demonstrate support for a Smoke-Free Living Policy, Appendix A.

An odour mitigation plan has been implemented utilizing education materials, an updated complaints policy and brochure, referrals to Public Health Services smoking cessation supports and a pilot program of smoke filtration devices. These devices, commonly used in cancer clinics, use essential oils to dissipate odour molecules. They have proven to be successful in eliminating tobacco and cannabis odours. Since the pilot inception in November 2018, 55 units at approximately \$100.00 per unit have been distributed to CHH apartments. Upon tenant requests or complaints Property Managers or Community Relations Workers assess the need and place them accordingly.

## **DISCUSSION:**

The Smoking and Second-Hand Smoke Survey results have been tabulated and analyzed by the City of Hamilton's Public Health Services. These results have informed the development and implementation of a Smoke-Free Living policy and implementation plan. Surveys were sent to CHH apartment buildings. The survey rate of return was similar to other large municipal comparators including Ottawa.

### **Survey Highlights:**

#### **Demographics**

- 4,134 surveys were distributed; 912 households responded providing a 21% return rate
- 68% of respondents reside in seniors' apartment buildings
- 72% do not currently smoke cannabis, tobacco and/or shisha

#### **Smoking in Homes and Health Impacts**

- 43% reported at least 1 person in their household have health problems that worsen with exposure to second-hand smoke
- 60% reported 'sometimes' or 'always' being exposed to second-hand smoke from tobacco in their home, including smoke drifting into homes from outside.
- 80% of respondents understand that breathing in second hand smoke from tobacco is harmful to a person's health

#### **Smoke-Free Policy Support**

- 38% of respondents would oppose a smoke-free policy in all CHH buildings signifying 62% would support a smoke-free policy.

- 80% think smoking should be prohibited within 9 metres from CHH building entrances/exits
- 49% are not concerned that current residents may still smoke in their homes if a smoke-free policy is in place.

In response to the survey results, recommendations have been developed to create a CHH wide smoke-free living policy and implementation plan for CHH buildings.

### **Implementation Plan**

Upon approval of a revised Smoke-Free Living Policy next steps include:

- Sharing survey results (Appendix A) with all tenants
- Communication to tenants, staff, contractors and community partners (Appendix D1, D2 and D3)
  - Education and awareness letters
  - Newsletter articles
  - Smoking cessation workshops
  - Wide distribution of complaints brochure
  - Targeted information sessions

### **CONCLUSION:**

CHH will continue the journey to smoke-free living through a multi-pronged approach including:

- a) Prohibiting smoking of any substance including tobacco, shisha and cannabis in all CHH buildings for new and/or transferring tenants.
- b) Educating tenants through signage, communication and education sessions on CHH's Smoke Free Living Policy and providing smoking cessation supports through a partnership with Public Health Services.

### **ALIGNMENT TO THE 2017-2021 STRATEGIC PLAN:**

This report implements:

#### **Community Engagement & Participation**

CityHousing Hamilton has an open, transparent and accessible approach in working with its residents to make a positive impact on the community.

#### **Healthy and Strong Communities**

CityHousing Hamilton believes that housing is a key influential determinant of health and is strongly tied to the quality of life as it impacts the physical, social, emotional and mental health of all persons.

**Built Environment and Social Infrastructure**

CityHousing Hamilton is committed to finding new ways to be innovative that will contribute a dynamic City characterized by unique infrastructure, buildings, and public spaces. The maintenance, renewal and new development of our housing stock will ensure that the quality of life, well-being and enjoyment of our residents', influences the design and planning of our homes.

**Culture and Diversity**

CityHousing Hamilton supports, accepts and celebrates people of all ages, backgrounds and abilities. We work together to ensure residents have access to the supports and opportunities they need to succeed.

**Our People Our Performance**

CityHousing Hamilton aims at delivering consistent and excellent service for all its residents, while searching for ways to increase efficiencies and effectiveness in how we operate. To provide the highest quality of service to our residents within current resources, we work to empower staff to deliver on our service commitments by strengthening staff competencies, standardizing operating processes, streamlining services and technology and holding staff accountable to better respond to the needs of residents.

TH/km

Mission: We provide affordable housing that is safe, well maintained and cost effective and that supports the diverse needs of our many communities.



**Authority:** Item 4, Committee of the Whole  
Report 03-028 (PW03130/PD03226)  
CM: October 15, 2003

**Bill No. 296**

**CITY OF HAMILTON  
By-law No. 03-296  
Being a By-law to provide for the removal of snow and ice from  
roofs and sidewalks**

**WHEREAS** Section 130 of the Municipal Act, Chapter 25, S.O. 2001, provides that a municipality may regulate matters related to the health, safety, and well-being of the inhabitants of the municipality;

**AND WHEREAS** the City of Hamilton Act, 1999, SO. 1999 Chapter 14, Schedule C did incorporate, as of January 1st, 2001, the municipality of the "City of Hamilton";

**AND WHEREAS** the City of Hamilton Act, 1999, provides that the By-laws of the former municipalities continue in force and effect in the City of Hamilton until subsequently amended or repealed by the Council of the City of Hamilton;

**AND WHEREAS** the Council for the City of Hamilton deems it expedient to enact a single By-law to provide for the removal of snow and ice from roofs and sidewalks, in place of By-laws of the former area municipalities;

**NOW THEREFORE**, the Council for the City of Hamilton enacts as follows:

**Definitions**

1. In this By-law,
  - (a) "City" means the City of Hamilton;
  - (b) "Council" means the council for the City of Hamilton;
  - (c) "Consecutive winter storm events" refers to any precipitation and/or accumulation of snow or ice from the beginning of the original winter snow event, and any subsequent storm events occurring within a 24 hour period of the cessation of the previous storm event;
  - (d) "Director" means the Director of the Operations and Maintenance Division of the Public Works Department for the City, and includes his designate and successor;
  - (e) "Highway" means a common and public highway under the jurisdiction of the City of Hamilton, and includes a street, sidewalk, boulevard whether paved or not paved, an unopened road allowance, and any portion of the land situated between street lines;

**By-law No. 03-296****Page 2**

- (f) "Winter Storm Event" refers to any precipitation and/or accumulation of snow or ice.
- 2. In this By-law, whenever a word imparts the masculine gender it is deemed to include the feminine gender;
- 3. In this By-law, the singular sense is deemed to be inclusive and interchangeable with the plural sense

**Application of By-law**

- 4. The provisions of this By-law shall apply to all lands within the boundaries of the City, except for those areas designated as being exempt by the Director.

**General Duties, Obligations, and Prohibitions**

- 5. That every occupant or owner shall, within 24 hours of the cessation of a Winter Storm Event, or within 24 hours of the cessation of a series of Consecutive winter storm events, remove and clear all snow and ice from sidewalks abutting the highways in front of, or along side, or at the rear of any occupied or unoccupied lot, or vacant lot;
- 6. All owners or occupants of buildings where the roof or eaves of which abut or overhang the highway or sidewalk upon the highway shall, whenever ice or snow accumulates on the roof or eaves, remove the same immediately, and in a manner showing due care and precaution for the safety of persons passing.
- 7. No owner or occupant shall throw, place, bring, or deposit snow or ice:
  - (a) On or immediately adjacent to a fire hydrant, or in any manner that obstructs access to a fire hydrant;
  - (b) On or adjacent to a travelled portion of the highway, or in such a manner so as to interfere with the safe passage of vehicles, or pedestrians, or obstruct the visibility of vehicle operators or pedestrians
  - (c) In such a manner so as to obstruct drainage to any drain or sewer
- 8. That if the owner or occupant fails, neglects, or refuses to comply with Sections 5, 6, and 7 of this By-law, the Director in lieu of, or in addition to any other remedy provided by this By-law, is authorized to have the snow or ice to be removed at the expense of the owner or occupant, and in the case of non-payment, such expenses may be recovered in a like manner as municipal taxes.

**Enforcement**

- 9. Any Police Officer, Municipal Law Enforcement Officer, or employee of the City designated by the Director for the purpose of this Section is authorized to inform any person of the provisions of this By-law and to request compliance therewith;

10. Any Police Officer, Municipal Law Enforcement Officer, or employee of the City designated by the Director for the purpose of this Section is authorized to order any person believed by such Officer or employee to be in contravention of this By-law to desist from the activity consisting or contributing to such contravention;

### **Penalty**

11. Any person contravening any provision of this By-law is guilty of an offence and upon conviction, is liable to such penalty as provided for under the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

### **Severance**

12. Should a court of competent jurisdiction declare any part or whole of any provision of this By-law to be invalid or of no force and effect, the provision or part shall be deemed to have been severed from this By-law, and it is the intention of Council that the remainder of the By-law survive and be applied and enforced in accordance with the terms to the extent possible under law.

### **Short Title**

13. The short title of this By-law shall be "The Snow Removal By-law".

### **Repeals and Enactment**

14. That By-law 88-152-S (Flamborough), By-law 86-77 (Hamilton) Section 7, By-law 4114-93 (Dundas), By-law 434-90 (Glanbrook), By-law 4477-96 (Stoney Creek), and By-law R77-109 (Regional Roads By-law) Section 7 be repealed.
15. Any references to By-laws 88-152-S, 86-77, 4114-93, 434-90, 4477-96, and R77-109, as amended, antedating the passing and enactment of this By-law shall be deemed a reference to this By-law.
16. This By-law shall come into force and effect on the date of its passing and enactment.

**PASSED AND ENACTED** this 15<sup>TH</sup> day of October, 2003.

R. E. Wade

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MAYOR

K. Christenson

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CLERK

**13.4(c)**

**From:** Aznive Mallett  
**Sent:** July-26-18 1:09 PM  
**To:** Loren Kolar  
**Subject:** Wheelchair and Scooter Safety Working Group report

Hi Loren,  
Would you please share the chart below as notes regarding the wheelchair/scooter working group committee's work. It is a result of our meeting on July 24, 1:30 PM meeting. Thanks, Aznive

---

**From:** Mark Mindorff  
**Sent:** Wednesday, July 25, 2018 4:14 PM  
**To:** Aznive Mallett  
**Cc:** Paula Kilburn; Tom Manzuk; Robert Semkow  
**Subject:** RE: A few more clarifications please (second email regarding the proposal clarification)

**Question #1:**

Regarding motion specialties, will they pick up the chair/scooter from anywhere? Even if it is not one of their chairs?

**Response #1:**

We will ensure that the passenger is delivered home. The repair vendor may or may not be Motion Specialties but Motion Specialities has said they are available on an emergency basis.

**Question #2:**

Will there be a cost to the person who needs the urgent ride?

**Response #2:**

A nominal fee for service, to be determined. Suggest similar to an ambulance call?

**Question #3:**

Please confirm the cost for consultation and/or repairs through motion specialties.

**Response #3:**

Variable, depending on the chair problem. There would be a fixed fee for the delivery of the passenger from the breakdown site to home. The rest of the cost depends on what is wrong with the chair.

**Question #4:**

Also confirm which hours they would be available and how quickly they would be available.

**Response #4:**

6:00 am to 12:00 am

**Question #5:**

Will there be a cost increase in payments from the city to darts?

**Response #5:**

Too small to matter. Stranded wheelchairs don't happen very often.

**Question #6:**

Specifically, which hours of the day could you guarantee that you will do this?

**Response #6:**

6:00 am to 12:00 am

**Question #7:**

You mentioned that you might have to bring a second driver to push a heavy chair. Can you confirm that in your proposal?

**Response #7:**

Yes, that is what we do now.

**Question #8:**

Will you pick up anyone using mobility devices whether they are registered with darts or not?

**Response #8:**

Yes, that is what we do now.

**Question #9:**

Do you have a definition of what is classified an emergency or an urgent need for a breakdown of a chair?

**Response #9:**

If there is a fee, I would think we would respond every time there is a request, since the fee would discourage misuse.

**Question #10:**

Will you provide the same services on stat holidays?

**Response #10:**

We would get the passenger home, fixing the chair problem would be subject to available services on stat holidays.

**Question #11:**

We would very much appreciate a breakdown of any and all costs.

**Response #11:**

The simplest approach is to have an all-in fee (suggest 100-150), to assist at the scene, much the same as an ambulance call. It's possible this could be subsidized under council direction. The cost of fixing the chair problem would be born by the chair owner and would be a direct invoice from motion specialties/repair service.

## 13.4(d)

**Sent:** December 17, 2019 4:40 PM

**Subject:** Advisory Committee for Persons with Disabilities  
Outstanding Business List Item 2018-F re: Accessibility Review of  
City Hall

I'm point forming the request and our responses:

**Accessibility Improvement Recommendation #1:** Push locks in the accessible washrooms at City Hall. The current locking mechanism requires a person to have the strength and dexterity to physically turn the lock to ensure privacy. In addition, the door and locking mechanism are not in alignment with the bathroom wall requiring the individual to position themselves, reach and lean forward to secure the lock such that it places them in a precarious position and at risk of falling.

**Response #1:** This is a new item and I will pass on to operations to get resolved.

**Accessibility Improvement Recommendation #2:** Installation of a tactile (warning) strip at the top of the second-floor stairs at City Hall.

**Response #2:** Do not support as this is a tripping hazard and will alter the terrazzo flooring which is protected through heritage.

**Accessibility Improvement Recommendation #3:** Inclusion of decals with a higher colour contrast on all glass doors at City Hall; and

**Response #3:** This is item 1.9 in the Built Environment Working Group meeting notes from February 2, 2016 (attached as Appendix "A"), which has been completed.

**Accessibility Improvement Recommendation #4:** Reflective tape on the railing from Main Street into the City Hall Forecourt.

**Response #4:** This is item 1.1 in the Built Environment Working Group meeting notes from February 2, 2016 (attached as Appendix "A"), which has been completed. This is an ongoing maintenance item.

Thank you,

Anne McArthur  
Senior Project Manager of Strategic Planning & Compliance  
Energy, Fleet & Facilities Management Division  
Public Works Department





Hamilton

## **MINUTES**

### **Advisory Committee for Persons with Disabilities Built Environment Working Group**

**Tuesday February 2, 2016**

**City Hall, 71 Main Street West, Room 192**

**4:30 – 6:30 p.m.**

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### **NOT THE FULL MINUTES – JUST SECTION 6.12 City Hall Accessibility Audit – Deficiencies Report and Responses from Facilities Management and Capital Planning Team**

**Present:** Mary Sinclair, Tom Manzuk, Terri Wallis, Clare Cruickshank, Sylvia Soto, Tim Murphy, Aznive Mallet, Paula Kilburn

**Regrets:** Patty Cameron

**Absent:**

**Also Present:** Maxine Carter, (staff) - Customer Service, Access & Equity

**Guests:** Melissa McGinnis, CASP, Public Works

#### **6.12 City Hall Accessibility (doors, handrails, washroom locks).**

CASP Staff, M. McGinnis went through the recommendations from ACPD/BEWG regarding the deficiencies in City Hall. The Facilities Management and Capital Planning responses are below.

**Item 1.1**

BESC recommends to ACPD that all external protruding handrails installed at each stairway and ramp around the premise of City Hall, must be covered with contrasting bright/fluorescent yellow appropriate weather proof material to ensure increased visibility and safety for all persons, especially for persons who are partially sighted as a temporary measure until these items are put in as a capital project budget to be modified appropriately.

**FMCP Response:**

This has been included in City Hall yearly maintenance. Specialty tape had been trialed with some success. It has proven to be costly due to repeated replacement from vandalism and/or wear and tear. Permanent painting has been scheduled for spring application, to be painted once a year, yearly.

**Status:**

Scheduled / Complete

**BEWG RESPONSE: Asked that FMCP staff ensure that the paint is reflective and is florescent. Staff asked to report back when this is completed.**

**Item 1.2**

BESC recommends to ACPD that all exterior steps nosing, around the entire premise of City Hall be painted fluorescent yellow for increased visibility and safety for all persons especially persons who are partially sighted.

**FMPC Response:**

All exterior stair nosing are identified with 70% contrast as designed and approved by the project team when constructed. Meeting code requirements. **Forecourt entrance stairs have been painted yellow.**

Status: Scheduled/ Complete

**BESC question:** Only the forecourt entrance stairs have been painted with yellow?

FMPC staff noted that a decision was made a number of years ago regarding the look of City Hall in terms of colours and it was decided that the rest of the exterior stairs nosing would be painted a darker grey/black.

**Item 1.3**

BESC recommends to ACPD that instruction to lock and unlock the accessible washroom doors at City Hall must be created in clear, accessible and large print as per the Barrier Free Design Guidelines and posted at an accessible height, including accessible braille instructions.

**FMPC Response:**

“Turn to Lock” - Verbiage to be approved. Request is above current codes and guidelines, signage would be required for 10 individual washrooms and pricing will be requested.

**Status:** Requesting verbiage approval, requesting pricing.

**Item 1.4**

BESC recommends to ACPD that the City Hall accessible washrooms have signage mechanism created in clear, accessible and large print as per the Barrier Free Design Guidelines to indicate when the washroom is occupied and unoccupied and be located near the Accessible Door Operator (ADO) push button.

**FMPC Response:**

Currently all 10 individual washrooms have

signage mechanism within the door lever hardware. Indicates occupancy by colour (red or green) and in print.

Request is above current codes and guidelines, please advise recommended product and if pricing is requested to be provided.

**Status:**

ACPD direction required

**Item 1.5**

BESC recommends to ACPD that an emergency call button be installed within easy reach of an occupant using the facility and that its purpose be clearly marked and that City staff be trained in appropriate response procedures should an occupant sound the alarm.

**FMCP Response:**

Currently all 10 individual washrooms have emergency call installed and within reach of water closet. Notification is sent to security desk and staff procedure when the emergency call is activated.

**Status:** Answered. No further action

**Item 1.6**

BESC recommends to ACPD that diagonal grab bars also be installed in all the City Hall accessible washrooms, including the accessible stall in the multi-stall washrooms, on the wall next to the toilet, to assist users, at the measurement of 16" x 16" as per the attached diagram included.

**FMPC Response:**

Request is above current codes and guidelines, grab bars would be required for 10 individual washrooms, 1 multi- stall washroom. Pricing will be requested for 11 additional bars.

**Status:**

Requested Pricing

**Item 1.7**

The doors to all the public meeting rooms in city hall that have had Accessible Door Operators (ADO) installed recently, are extremely problematic because if the AODs are turned off, then persons with disabilities can become trapped inside or left unable to enter the room and hence are unable to exit or enter independently. Once the motors are turned off, as they often are, it is extremely difficult to open these doors.

**FMPC Response:**

Memo and instructions had been distributed to all City Hall staff on the procedure of use. A reminder to all City Hall staff will be sent out.

**Status:** Answered no further action

**Item 1.8**

BESC recommends to ACPD that a mechanism be installed or activated that will keep the doors open without having to manually turn off or disable the motor and insert a door stop.

**FMPC Response:**

Not aware of such product. Please provide and we can price out for ACPD.

**Status:**

ACPD direction required.

**BEWG:** A. Mallet recommended a company – Hortons Door Operators or Ontario Doors. M. McGinnis will contact the vendors to get specs and costing. Follow up with Working Group once an appropriate product is located.

**Item 1.9**

Committee members requested that staff contact

the facilities staff to determine what is the expected time of completion for the installation of the decals on both sides of the glass doors and on the middle inset (of the City Hall doors). This request to improve the visibility of the decals on the front and back glass doors for persons, who are partially sighted, is long overdue to be repaired.

**FMCP Response:**

Work order had been sent out, requested to be completed by January 15<sup>th</sup>, 2016. Work Order 201601351. Installation complete.

**Status:**

Scheduled completed.

**7. New Business Discussion Items.**

- There was no new business

**8. Correspondence.**

- There was no correspondence

**9. Next Meeting.**

9.1 Tuesday March 1, 2016, 4:00 p.m. room 192

**10. Adjournment.**



**P. Kilburn/A. Mallet**

That the Built Environment Sub-committee meeting, of  
February 2, 2016, be adjourned, at 6:00 p.m.

**CARRIED.**

## 13.4(e)

**From:** Ali Sabourin

**Sent:** February 13, 2020 3:10 PM

**Subject:** Advisory Committee for Persons with Disabilities  
Outstanding Business List Item 2018-D re: Automated Pre-Boarding Announcements on HSR Vehicles

Hello Alicia

Thank you for your email. Below is an update on the Automated Pre-Boarding Announcements on HSR Vehicles.

The resolution of the automated pre-boarding announcements on HSR Vehicles is underway and will fully take effect by the end of Q1-2020:

- Operations management has added a daily speaker test to ensure the internal/external announcement system is functioning (i.e.: added to the Operator's daily circle check).
- Fleet management has upgraded the monthly and semi-annual inspection and preventative maintenance checks to ensure the speaker system is functioning; any identified failures will be ordered and repaired ASAP.
- HSR information technology is installing a new version of the control software by the end of Q1-2020 so that announcements will take place earlier in advance of the stop.

Please let me know if you have any questions.

Best,

**Ali Sabourin**

**Manager**

Customer Experience & Innovation  
Transit (HSR), City of Hamilton

## 13.4(f)

**From:** IT Service Desk  
**Sent:** February 26, 2020 8:40 AM  
**Subject:** Advisory Committee for Persons with Disabilities  
Outstanding Business List Item 2019-D re: Feasibility of a  
Document Sharing Portal

Hi Alicia Davenport,

Incident #200385 has been marked complete as Not Resolved -  
No Solution Available:

**Summary:**

Document Sharing Portal for Use by Citizen Committee Members

**Resolution:**

Unfortunately at this time IT does not have any collaborative solution that we extend to citizens or external clients beyond CITYSHARE.

Alicia Identified that this does not meet the collaborative needs for the committee.

I advised Alicia that Citizen focused collaboration software is out of scope for IT support however I would investigate potential solutions should the CITY SHARE application or other applications become available with the needed functionality.

# 13.4(g)

## CITY OF HAMILTON

### MOTION

**Advisory Committee for Persons with Disabilities: March 10, 2020**

**MOVED BY .....**

**SECONDED BY .....**

#### **Amendments to the Advisory Committee for Persons with Disabilities Outstanding Business List**

- (a) That the following items on the Advisory Committee for Persons with Disabilities Outstanding Business List (OBL) be considered complete and be removed:
  - (i) Housing Services and City of Hamilton’s Barrier Free Design Guidelines  
Addressed as Item 2 on Healthy & Safe Communities Committee Report 19-001 (HSC19001)  
Item on OBL: 2016-B
  - (ii) Smoke Free Policy for Social Housing  
Addressed as Item 13.4(a) on today's agenda  
Item on OBL: 2017-B
  - (iii) Snow Removal Processes and Policies  
Addressed as Report PW19022(a)  
Item on OBL: 2018-A
  - (iv) Review of Snow and Ice By-law No. 03-296  
Addressed as Item 13.4(b) on today's agenda  
Item on OBL: 2018-B

- (v) Note-taker for ACPD meetings  
Addressed as Item 13.4 on today's agenda  
Item on OBL: 2018-C
- (vi) Automated Pre-Boarding Announcements on HSR Vehicles  
Addressed as Item 13.4(e) on today's agenda  
Item on OBL: 2018-D
- (vii) Draft Proposal from DARTS respecting Stranded Wheelchairs  
Addressed as Item 13.4(c) on today's agenda  
Item on OBL: 2018-E
- (viii) Accessibility Review of City Hall Outstanding Items  
Addressed as Item 13.4(d) on today's agenda  
Item on OBL: 2018-F
- (ix) City's Commitment to the Lives of Persons with Disabilities in the City of Hamilton  
Addressed as Item 13.4 on today's agenda  
Item on OBL: 2019-B
- (x) Feasibility of a Document Sharing Portal  
Addressed as Item 13.4(f) on today's agenda  
Item on OBL: 2019-D
- (xi) Installation of Urban Braille along Cannon Street East at the Intersections of Wellington Street North, Catherine Street North, and John Street North  
Addressed as Item 10.1 (Report PW20018) on today's agenda  
Item on OBL: 2019-E
- (xii) Rick Hansen Foundation Accessibility Certification Ratings  
Addressed as Item 10.2 on today's agenda

Item on OBL: 2020-A