



## City of Hamilton

# ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES AGENDA

**Meeting #:** 23-001  
**Date:** January 10, 2023  
**Time:** 4:00 p.m.  
**Location:** Room 264, 2nd Floor, City Hall  
(hybrid) (RM)  
71 Main Street West

Carrie McIntosh, Legislative Coordinator (905) 546-2424 ext.2729

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|  | <b>Pages</b> |
|--|--------------|
| <b>1. CEREMONIAL ACTIVITIES</b>                    |              |
| <b>2. APPROVAL OF AGENDA</b>                       |              |
| (Added Items, if applicable, will be noted with *) |              |
| <b>3. DECLARATIONS OF INTEREST</b>                 |              |
| <b>4. APPROVAL OF MINUTES OF PREVIOUS MEETING</b>  |              |
| 4.1 October 11, 2022                               | 5            |
| 4.2 December 13, 2022                              | 17           |
| <b>5. COMMUNICATIONS</b>                           |              |
| <b>6. DELEGATION REQUESTS</b>                      |              |

- 6.1 Elaine Logie, Hamilton Disability Employment Network,  
respecting Serving Persons with Disabilities in Finding  
Employment (for a future meeting) 31

## **7. DELEGATIONS**

## **8. STAFF PRESENTATIONS**

## **9. CONSENT ITEMS**

### 9.1 Built Environment Working Group Update

- a. Built Environment Working Group Standing Agenda  
Items 33

### 9.2 Housing Issues Working Group Update

- a. Housing Issues Working Group Meeting Notes -  
October 18, 2022 35
- b. Housing Issues Working Group Meeting Notes -  
November 15, 2022 51

### 9.3 Outreach Working Group Update (no copy)

### 9.4 Transportation Working Group Update (no copy)

### 9.5 Strategic Planning Working Group Update (no copy)

### 9.6 Accessible Open Spaces and Parklands Working Group Update (no copy)

## **10. PUBLIC HEARINGS**

## **11. DISCUSSION ITEMS**

- 11.1 Review of Code of Conduct for Local Boards 57

- 11.2 Delegation to the General Issues Committee respecting a staff report on Built Environment Working Group Work Plan as directed by GIC Report 21-006, Item (h)(i) (no copy)
- 11.3 Delegation to the General Issues Committee respecting a staff report on Policies and Procedures to Rescue and Safely Transport Stranded Pedestrians and their Mobility Devices as directed by GIC Report 22-012, Item 10(e) (no copy)
- 11.4 Working Group Achievements Summary for the 2018-2022 Term (no copy)

## **12. MOTIONS**

- 12.1 Establishing an Annual Accessibility Event

67

## **13. NOTICES OF MOTION**

## **14. GENERAL INFORMATION / OTHER BUSINESS**

- 14.1 Accessibility Complaints to the City of Hamilton (no copy)
- 14.2 Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Update (no copy)
- 14.3 Presenters List for the Advisory Committee for Persons with Disabilities (no copy)

## **15. PRIVATE AND CONFIDENTIAL**

15.1 Closed Session Minutes - December 13, 2022

Pursuant to Section 9.3, Sub-section (i) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-section (i) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

**16. ADJOURNMENT**



Hamilton

**ADVISORY COMMITTEE FOR PERSONS WITH  
DISABILITIES  
MINUTES 22-012**

4:00 p.m.

Tuesday, October 11, 2022

Room 264, 2nd Floor

Hamilton City Hall

71 Main Street West

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**Present:** A. Mallett (Chair), J. Kemp (Vice-Chair),  
S. Aaron, P. Cameron, J. Cardno, M. Dent,  
L. Dingman, L. Janosi, T. Manzuk,  
M. McNeil, T. Murphy, K. Nolan, T. Nolan,

**Absent**

**with Regrets:** Mayor F. Eisenberger, A. Frisina,  
P. Kilburn, C. McBride, R. Semkow

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Chair Mallett called the meeting to order and recognized that the Committee is meeting on the traditional territories of the Erie, Neutral, HuronWendat, Haudenosaunee and Mississaugas. This land is covered by the Dish with One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share

and care for the resources around the Great Lakes. It was further acknowledged that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. The City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and it was recognized that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.

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

**(1) Selection Process for the one Citizen Appointment to the Hamilton Police Services Board (Item 7.8)**

**(Kilburn/Cameron)**

- (a) That the Committee Against Racism and the Hamilton Anti-Racism Resource Centre be requested to consider a member of the Advisory Committee for Persons with Disabilities as one of the six community representatives for appointment to the Hamilton Police Services Board Selection Committee for the recruitment of one citizen appointment to the Hamilton Police Services Board for the 2022-2026 term of Council; and

- (b) That a copy of this resolution and the name of the member recommended by the Advisory Committee for Persons with Disabilities, attached as Confidential Appendix “A” to Advisory Committee for Persons with Disabilities Report 22-012, be forwarded to the Committee Against Racism and the Hamilton Anti-Racism Resource Centre for their consideration.

**CARRIED**

- (2) Proposed Changes to the Advisory Committee for Persons with Disabilities Terms of Reference 2022 – 2026 Term of Council (Deferred from the September 13, 2022, meeting) (Item 10.1)**

**(K. Nolan/Cameron)**

That the proposed changes to the Advisory Committee for Persons with Disabilities to the Terms of Reference for the 2022-2026 Term of Council, be approved.

**CARRIED**

**FOR INFORMATION:**

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

The Committee Clerk advised that there were no changes to the Agenda.

**(Cardno/Cameron)**

That the Agenda for the October 11, 2022, meeting of the Advisory Committee for Persons with Disabilities, be approved.

**CARRIED**

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

There were no declarations of interest.

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

**(i) September 13, 2022 (Item 4.1)**

**(McNeil/Janosi)**

That the September 13, 2022, minutes of the Advisory Committee for Persons with Disabilities meeting, be approved, as presented.

**CARRIED**

**(d) CONSENT ITEMS (Item 7)**

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

**(1) Roadway Maintenance 2022 Snow  
Clearing Update – October 4, 2022 (Item  
7.1(a))**



**(McNeil/T. Nolan)**

That the Roadway Maintenance 2022 Snow Clearing Update – October 4, 2022, be received.

**CARRIED**

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

J. Kemp provided a verbal update respecting the Housing Issues Working Group.

**(McNeil/Janosi)**

That the verbal update from J. Kemp respecting the Housing Issues Working Group, be received.

**CARRIED**

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

J. Kemp provided a verbal update from the Outreach Working Group, respecting the Accessibility Fair held October 5, 2022.

**(McNeil/Dingman)**

That the verbal update from J. Kemp from the Outreach Working Group, respecting the Accessibility Fair held October 5, 2022, be received.

**CARRIED**

**(iv) Transportation Working Group Update (Item 7.4)**

**(1) Transportation Working Group Meeting Notes – August 23, 2022 (Item 7.4(a))**

**(McNeil/Dingman)**

That the Transportation Working Group Meeting Notes of August 23, 2022, be received.

**CARRIED**

**(v) Strategic Planning Working Group Update (Item 7.5)**

No update.

**(vi) Accessible Open Spaces and Parklands Working Group Update (Item 7.6)**

**(1) Accessible Open Spaces and Parklands Working Group Meeting Notes – September 28, 2022 (Item 7.6 (a))**

**(Dingman/McNeil)**

That the Accessible Open Spaces and Parklands Working Group Meeting Notes of September 28, 2022, be received.

**CARRIED**

**(vii) Hamilton Strategic Road Safety Committee  
Meeting Notes – September 29, 2022 (Item 7.7)**

**(Kilburn/McNeil)**

That the Hamilton Strategic Road Safety Committee Meeting Notes – September 29, 2022, be received.

**CARRIED**

**(vii) Selection Process for the one Citizen  
Appointment to the Hamilton Police Services  
Board (Item 7.8)**

Legislative Coordinator McIntosh provided a verbal update respecting the process for the one Citizen Appointment to the Hamilton Police Services Board.

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

**(e) STAFF PRESENTATIONS (Item 8)**

**(i) 2022 Municipal Election, Accessibility Update  
(Item 8.1)**

City Clerk, Andrea Holland, provided an accessibility update respecting the 2022 Municipal Election, with the aid of a PowerPoint presentation.

**(McNeil/Kemp)**

That the PowerPoint presentation by City Clerk, Andrea Holland, respecting the 2022 Municipal Election, Accessibility Update, be received.

**CARRIED****(ii) Update respecting Equity, Diversity and Inclusion from Jodi Koch, Director Talent and Diversity, and Jessica Bowen, Manager, Diversity and Inclusion (Item 8.2)**

Jodi Koch, Director Talent and Diversity, and Jessica Bowen, Manager, Diversity and Inclusion, provided an update respecting the Equity, Diversity and Inclusion Strategic Plan branding to include Accessibility, with the aid of a PowerPoint Presentation. The update will be provided to the General Issues Committee at an upcoming meeting.

**(Cameron/Janosi)**

That the PowerPoint presentation by Jodi Koch, Director Talent and Diversity, and Jessica Bowen, Manager, Diversity and Inclusion, respecting the update to the Equity, Diversity and Inclusion Strategic Plan branding to include Accessibility, be received.

**CARRIED****(f) GENERAL INFORMATION / OTHER BUSINESS  
(Item 13)**

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

Jessica Bowen, Manager, Diversity and Inclusion, provided a verbal update respecting Accessibility Complaints to the City of Hamilton from September 1 to October 1, 2022. There were 6 reports related to: 1 – guideline for accessible print; 3 – complaints about private business; 1 - waste collection, garbage bin blocking a sidewalk; 1 – debris at Gage Park.

**(Kilburn/Cardno)**

That the verbal update respecting Accessibility Complaints to the City of Hamilton, be received.

**CARRIED**

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

No update.

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

No update.

**(iv) *For the Information of Committee: Accessibility Hamilton (Item 13.4)***

For the information of the Committee, Tim Nolan provided a verbal update that citizens from across the City have joined together to form a new group called Accessibility Hamilton and anyone wishing to join can email him.

**(K. Nolan/Manzuk)**

That the verbal update from Tim Nolan respecting the formation of a new group called Accessibility Hamilton, be received.

**CARRIED**

**(g) ADJOURNMENT (Item 15)**

**(Murphy/Janosi)**

That there being no further business, the Advisory Committee for Persons with Disabilities, be adjourned at 6:06 p.m.

**CARRIED**

Respectfully submitted,

Aznive Mallett, Chair

Advisory Committee for  
Persons with Disabilities

Carrie McIntosh  
Legislative Coordinator  
Office of the City Clerk







Hamilton

**ADVISORY COMMITTEE FOR PERSONS WITH  
DISABILITIES**

**MINUTES 22-014**

4:00 p.m.

Tuesday, December 13, 2022

Room 264, 2nd Floor

Hamilton City Hall

71 Main Street West

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**Present:** A. Mallett (Chair), J. Kemp (Vice-Chair),  
P. Cameron, J. Cardno, M. Dent,  
L. Dingman, L. Janosi, P. Kilburn,  
T. Manzuk, M. McNeil, T. Murphy, K. Nolan,  
T. Nolan, R. Semkow

**Absent**

**with Regrets:** S. Aaron, A. Frisina, C. McBride

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The Chair called the meeting to order and recognized that the Committee is meeting on the traditional territories of the Erie, Neutral, HuronWendat, Haudenosaunee and Mississaugas. This land is covered by the Dish with One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share

and care for the resources around the Great Lakes. It was further acknowledged that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. The City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and it was recognized that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.

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

**1. Snow Clearing By-Law Review (Item 12.2)**

**(T. Nolan/McNeil)**

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;

WHEREAS, according to the City of Hamilton Snow Clearing By-Law 03-296, "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;

WHEREAS, according to the City of Hamilton Snow Clearing By-Law 03-296, “Winter Storm Event” refers to any precipitation and/or accumulation of snow or ice;”

WHEREAS, the City of Hamilton Snow Clearing By-Law 03-296 defines street as “Highway,” meaning 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;”

WHEREAS, according to the City of Hamilton Snow Clearing By-Law 03-296, “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;”

WHEREAS, the City of Hamilton Snow Clearing By-Law 03-296 is inconsistent in its obligations of property owners in relation to the forgoing by requiring that “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 alongside, or at the rear of any occupied or unoccupied lot, or vacant lot;”

WHEREAS, the City of Hamilton Snow Clearing By-Law 03-296 is ambiguous and no longer meets the needs of persons with disabilities, nor is it consistent with Council-approved plans for referring persons with disabilities away from DARTS and onto HSR conventional transit; and,

WHEREAS, the City of Hamilton Snow Clearing By-Law 03-296 makes no mention of any obligation on the part of a property owner or the City to ensure a clear pathway between sidewalk curb cuts and roadways, which would ensure safe and unobstructed travel between roads and sidewalks for persons with disabilities;

THEREFORE, BE IT RESOLVED:

That the Advisory Committee for Persons with Disabilities respectfully requests Council approve the following:

- (a) That staff be directed to review, in collaboration with the Advisory Committee for Persons with Disabilities, City of Hamilton Snow Clearing By-Law 03-296, so that it may be revised to meet the needs of all persons with disabilities in preparation for the 2023/24 winter season; and,
- (b) That staff report back to the Public Works Committee with recommendations for revisions to

the City of Hamilton Snow Clearing By-Law 03-296 by the early fall of 2023.

**CARRIED**

**FOR INFORMATION:**

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

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

**9. CONSENT ITEMS**

9.5(b) Draft Strategic Planning Working Group Meeting Notes

**(Dingman/McNeil)**

That the Agenda for the December 13, 2022, 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) STAFF PRESENTATIONS (Item 8)**

**(i) Accessible Transit Services (ATS)  
Performance Review Status Update (Item 8.1)**

**Michelle Martin, Manager, Accessible Transportation Services, addressed Committee respecting Accessible Transit Services (ATS) Performance Review Status Update with the aid of a presentation.**

**(Murphy/T. Nolan)**

That the presentation from Michelle Martin, Manager, Accessible Transportation Services, respecting Accessible Transit Services (ATS) Performance Review Status Update, be received.

**CARRIED**

**(d) CONSENT ITEMS (Item 9)**

**(i) Consent Items (Items 9.1-9.7)**

(Murphy/Cameron)

That the following updates and meeting notes, be received:

- (1) Built Environment Working Group Update (Item 9.1);
- (2) Housing Issues Working Group Update (Item 9.2)
- (3) Outreach Working Group Update (Item 9.3)
- (4) Transportation Working Group Update (Item 9.4)

- (5) Strategic Planning Working Group Update  
(Item 9.5)
  - (aa) Strategic Planning Working Group  
Meeting Notes – November 17, 2022  
(Added Item 9.5(a))
- (6) Accessible Open Spaces and Parklands  
Working Group Update and Meeting Notes –  
November 23, 2022 (Item 9.6)
- (7) Canadian Alliance on Ending Homelessness  
2022 National Conference - Follow-Up Brief  
(Item 9.7)

**CARRIED**

**(e) DISCUSSION ITEMS (Item 11)**

- (i) **Procedural Handbook for Citizen Appointees  
to City of Hamilton Local Boards (2023) -  
DRAFT (Item 11.1)**

**(McNeil/Dingman)**

That staff consider adding a section to the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards (2023) clarifying, specifically, the role of and processes followed by the Advisory Committee for Persons with Disabilities as a Sub-Committee of Council within

the context of the procedures that must be followed by Advisory Committees.

**CARRIED**

**(ii) Access to Housing Hamilton, Income and Asset Limit Policy – Consultation with Community Partners (Item 11.2)**

**(McNeil/K. Nolan)**

That the information from Sam Hanna, Social Policy Analyst, respecting Access to Housing Hamilton, Income and Asset Limit Policy – Consultation with Community Partners, be received.

**CARRIED**

**(iii) Advisory Committee for Persons with Disabilities 2023 Budget Submission (Item 11.3)**

**(McNeil/K. Nolan)**

That the Advisory Committee for Persons with Disabilities base budget submission, in the amount of \$6,100 for 2022, be approved and referred to the 2023 budget process for consideration.

**CARRIED**

**(iv) Audit, Finance and Administration Committee Report 22-016 Item 5 (b), as Amended by**



**Council, September 28, 2022, Feasibility of Implementing the Recommendations from the Committee Against Racism for Changes to the Hamilton Police Services Board Selection Process (FCS22072) (City Wide) (Item 11.4)**

**(McNeil/K. Nolan)**

That the information provided in Audit, Finance and Administration Committee Report 22-016 Item 5 (b), as Amended by Council, September 28, 2022, Feasibility of Implementing the Recommendations from the Committee Against Racism for Changes to the Hamilton Police Services Board Selection Process (FCS22072) (City Wide), be received and referred to consideration of Item 15.1, Confidential Interview Questions for Police Services Board Selection Committee.

**CARRIED**

**(v) Letter in Support of the Hamilton Alliance for Tiny Shelters (HATS) Initiative (Item 12.1)**

**(Kemp/Kilburn)**

WHEREAS, the Advisory Committee for Persons with Disabilities' (ACPD) Housing Working Group (HWG) has met with the Roundtable For Poverty Reduction (RFPR), Hamilton Social Medicine Response Team (HAMSMaRT), City of Hamilton By-Law and Licensing staff, and the Housing and Homelessness Advisory Committee to discuss

homelessness and how it affects persons with disabilities;

WHEREAS, the HWG is mandated to define the needs of those with disabilities, highlight deficiencies in the accessible housing system and seek solutions to address them; and

WHEREAS, persons with disabilities are overrepresented in the homeless population due to a number of reasons;

THEREFORE, be it resolved:

That the Advisory Committee for Persons with Disabilities (ACPD) respectfully approves the letter of support regarding the Hamilton Alliance for Tiny Shelters (HATS) program for submission to the Emergency and Community Services Committee, attached hereto as Appendix A.

**CARRIED**

**(vi) Delegation to Hamilton Municipal Heritage Committee (Item 12.3)**

**(Manzuk/Janosi)**

That Paula Kilburn be approved to represent the Advisory Committee for Persons with Disabilities in a delegation to the Hamilton Municipal Heritage Committee, regarding an update on the

status of Accessibility and the City's Heritage facilities.

**CARRIED**

**(f) GENERAL INFORMATION / OTHER BUSINESS  
(Item 14)**

**(i) Accessibility Complaints to the City of  
Hamilton (Item 14.1)**

No update.

**(ii) *Accessibility for Ontario with Disabilities Act,  
2005 (AODA)* (Item 14.2)**

No update.

**(iii) Presenters List for the Advisory Committee  
for Persons with Disabilities (Item 14.3)**

No update.

**(g) PRIVATE AND CONFIDENTIAL (Item 15)**

**(McNeil/Murphy)**

That the Advisory Committee for Persons with Disabilities move into Closed Session respecting Item 15.1, pursuant to Section 9.3, Sub-section (i) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-section (i) of the Ontario Municipal Act, 2001, as amended, as the subject

matter pertains to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

**CARRIED**

**(i) Confidential Interview Questions for Police Services Board Selection Committee**

**(Cameron/T. Nolan)**

That staff be directed to forward the confidential interview questions from the Advisory Committee for Persons with Disabilities to the Police Services Board, and that the questions remain confidential.

**CARRIED**

**(T. Nolan/McNeil)**

That the Chair of the Advisory Committee for Persons with Disabilities write, with the assistance of Clerk's staff, a letter to Council expressing appreciation for the opportunity to submit confidential interview questions for the Police Services Board Selection Committee.

**CARRIED**

**(h) ADJOURNMENT (Item 16)**

**(Murphy/McNeil)**

That there being no further business, the Advisory Committee for Persons with Disabilities, be adjourned at 6:21 p.m.

**CARRIED**

Respectfully submitted,

Aznive Mallett, Chair  
Advisory Committee for  
Persons with Disabilities

Tamara Bates  
Legislative Coordinator  
Office of the City Clerk



**From:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)  
**To:** [McIntosh, Carrie](#); [Vernem, Christine](#)  
**Subject:** FW: Webform submission from: Request to Speak to a Committee of Council  
**Date:** Wednesday, January 4, 2023 10:35:29 AM

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FYI/Action

**From:** City of Hamilton <[hello@hamilton.ca](mailto:hello@hamilton.ca)>  
**Sent:** January 3, 2023 4:59 PM  
**To:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)  
**Subject:** Webform submission from: Request to Speak to a Committee of Council

Submitted on Tue, 01/03/2023 - 16:58

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
Advisory Committee for Persons with Disabilities

Will you be delegating in-person or virtually?  
Virtually

Will you be delegating via a pre-recorded video?  
No

## Requestor Information

Requestor Information  
Elaine Logie  
Hamilton Disability Employment Network (HDEN)  
110 James Street South  
Hamilton, Ontario . L8P2Z2  
[elogie@careerfoundation.org](mailto:elogie@careerfoundation.org)  
905-667-0321

Preferred Pronoun  
she/her

Reason(s) for delegation request

I would like to introduce HDEN as an active network in the Hamilton region comprising 15 local service provider organizations and what we do in the community to serve persons with disabilities in finding employment.

Will you be requesting funds from the City?

No

Will you be submitting a formal presentation?

Yes

The sender designated this message as non-commercial mandatory content with the following note:

[Change communication preferences](#)

71 Main Street West  
Hamilton, L8P 4Y5, ON  
Canada



**Built Environment Working Group**

**Standing Agenda Items**

(Annual, Biannual, Quarterly to be determined)

Sidewalk Snow removal

Sidewalk/Curb cuts Design, construction and Maintenance

Bus Stop and Shelter Design Construction and Maintenance

Barrier Free Design Guidelines

Existing Facilities Maintenance

Capital Projects lists and inspection

Accessible Washrooms in City Facilities

Parkland Furniture Design

Parkland Lighting

Paths of Travel (i.e., sidewalks and parks)

Social Housing Design, Construction and Maintenance

Climate Emergency Issues (i.e., heat mitigation, snow removal)



## **Housing Working Group Meeting Notes**

October 18<sup>th</sup>, 2022

Virtual WebEx Meeting

10:00 AM – 12:00 PM

Those in Attendance: Tom Manzuk, Paula Kilburn, James Kemp

Also in Attendance: Lina El Khalil, Amanda Warren-Ritchie

Those Absent: Jayne Cardno, Lance Dingman

1. **Welcome and Introductions:** Amanda Warren-Ritchie introduced herself as the manager of CityHousing's Strategy and Quality Improvements Department.
2. **Approval of October 18<sup>th</sup> Agenda:** Agenda was approved
3. **Discussion with CityHousing Hamilton Regarding the AODA Related Housing Issues Identified by the HWG:** The chair began the discussion by giving Amanda a brief overview of HWGs work in identifying 17 issues covered by the AODA that affect

**9.2 (a)**

housing. The chair also pointed out that the City may be adopting a shift from an EDI lens to an IDEA lens and that accessibility may play a larger role in any future City Initiatives. Amanda began by describing a new grant of \$194 million dollars from the CMHC to address repair, renewal and accessibility issues in CityHousing buildings and will spend the next eight years applying upgrades. Amanda also mentioned that they will begin by upgrading all of the common areas to full accessibility. All new builds (of which there are six currently planned) are required to have twenty percent of units fully accessible and the recent update on 500 Macnab is a large improvement in accessibility. Amanda closed her opening by saying that if any tenant has accessibility issues, these are the conversations they should be having with their Property Managers and Tenant Support Workers.

- a. Employers over 50 people are required to be level AA Compliant and AA Web Accessible Compliant as of the**

**9.2 (a)**

**beginning of 2021:** Amanda explained that as CityHousing uses the same system as the City of Hamilton, they are AA compliant. The chair asked if they actually test if they are compliant, because there are parts of the City's website that are yet to be fully accessible. Amanda responded that they do not. Paula explained some of the issues she has had with the City website and steps she has made to try and address them. Amanda responded that any changes we can make to the City's website in improving accessibility will be immediately reflected on CityHousing's.

**b. New Picnic Tables, Benches and Other Seating Must Be Installed On Level, Hard Surfaces and Connected to**

**Accessible Pathways:** Chair raised the issue that all benches and tables were removed during the pandemic. As such, their reinstallation was technically a new installation and that they should be made accessible on proper stable platforms and attached to accessible pathways. Amanda

**9.2 (a)**

responded that they were probably returned “like for like” instead. She went on to explain that despite the new buildings being made accessible, the new funding would ensure that all buildings should be fully accessible by 2027. Chair also pointed out that there were accessibility changes made to his property by way of a gate that prevented people in mobility devices from accessing the back of the building. Amanda responded by asking if the Property Manager was informed of the problem? Also if the tenants were consulted about the changes prior to the gate’s installation. Chair responded that the PM was informed and that no tenant was consulted.

- c. Playgrounds Need to Be Fully Accessible and Those With Disabilities Should Be Consulted Before Construction:** Chair also brought up the fact that a playground was installed at 430 Cumberland that is not accessible and no one in the building was consulted in its construction. Amanda had no

**9.2 (a)**

immediate response as this was unfamiliar to her.

- d. Required to Follow IASR Guidelines Regarding Accessible Parking Spaces:**  
Chair asked what the current policy is on this issue. Amanda replied that CityHousing does not currently have a parking policy, but it is being worked on as they try to standardize parking policies across the city. As such, she could not say that IASR guidelines were being followed.
- e. If Service Counters are Offered at Least One of Them Needs to Be Fully Accessible:** Chair asked if there is any accessible service counters at the Hess street office. Amanda told us that the service counter is now on the third floor and it was deemed accessible under current guidelines.
- f. Queuing Guide Ropes Need to Be at an Accessible Height:** Chair asked if there was anywhere that CityHousing would use

**9.2 (a)**

Queuing Guide ropes and she responded that they did not.

**g. At least 3% of Seating Needs to Be Able to Fully Accommodate All Mobility**

**Devices:** Chair asked if CityHousing gave any thought (or would give any thought) to accessible seating when they design the common areas, noting that 3% of seating would require a waiting room of thirty to have just one accessible seat. Amanda's response was that they are following the AODA in the design of all common areas and if that is what they say then that is what is there. She also added that the waiting area in the Hess office has ample space for a variety of accessible vehicles. Paula asked if the reception area was accessible to people with vision loss like tactile strips or high contrast markings and mentioned it should be more independent. Amanda answered that there were no tactile strips or high contrast markings in the reception area, but agreed it should be addressed.



**9.2 (a)**

- h. Housing Providers are Required to Have Maintenance Plans in Place to Ensure That the AODA is Being Adhered to Despite the Disruptions:** Chair raised issues with contractors in the past blocking access points and making the building very difficult to navigate during construction and asked if there was any policies or plans in place to prevent this. Amanda responded that this is something that individuals should be bringing up with their PMs and the project's respective Project Managers. Chair also brought up contractor's responsibility to accommodate disabilities citing an example that he is immunocompromised and has a notice on his door explaining that masks are required to enter, but maintenance staff are often reluctant to abide by the accommodation, even when the mask is provided. Amanda responded that they should be doing so, especially if there is a notice on the door and the PM is notified. She also suggested that the Chair ensure that it is added to his file.

**9.2 (a)**

- i. Accessibility, Sensitivity and Accommodation Training Must be Provided to All Employees, Contractors and Volunteers:** Chair asked Amanda if CityHousing is providing any sort of training to staff, contractor's and volunteers. Amanda responded that all staff members have had internal training in accordance with City policy. With regards to contractors, the City requires each company to provide AODA training to its staff and provide records to the City stating so as a part of contract requirements as well as providing their training materials for the City's review. As for volunteers, Amanda stated that CityHousing does not currently have any direct volunteers from outside agencies and this section doesn't apply. Paula asked if there was any kind of police check for volunteers entering the homes and Amanda again stated that they would have to, but currently there is no volunteer group entering units for CityHousing.

## 9.2 (a)

**j. Housing Providers Must Place Notice and Bulletin Boards at Accessible Levels:**

Chair mentioned that there are no bulletin boards at accessible heights in his building. Amanda agreed that this needs attention. Paula mentioned that bulletin boards are useless to people with vision loss.

**k. Leaving Notices of Entry on Doors is Not Enough With Disabled Tenants. They May Not Leave Very Often and Wouldn't See the Notice With Enough Time. More Effort is Required:**

Chair used his former next door neighbour to cite this problem. She was a shut-in and would often not leave her apartment for weeks at a time. Notices of entry were left on the door, but not seen. CityHousing staff would come in and displace her from her home with no warning as far as she was concerned. It was always an emotional event and he asked Amanda if there was any way we could have a policy in place that required more effort to ensure communication. She responded that this was a great area of concern for her and she

**9.2 (a)**

would like to devise a more comprehensive policy. Specific to the issue at hand, she mentioned that the person in question should be having a discussion with the PM and making sure her needs were in her file. Chair responded that CityHousing always had a problem with this tenant and should have already been aware that more effort was needed. Paula suggested that CityHousing could phone people instead, but the Chair mentioned that some people have problems with phones. There is no easy solution to this issue, but the important thing is that we open a dialogue. Amanda suggested that we work together to discuss possible solutions.

- I. **Toxic Chemicals Can Trigger Multiple Chemical Sensitivities(MCS). The Least Toxic Chemical Should Be Used When Required:** Chair began by stating that this includes things like cleaners, paints or construction materials, but also smoking outside of windows. Amanda started by ensuring that CityHousing has a smoking policy on their website and that no one

**9.2 (a)**

should be smoking within 9 metres of the entrance. Any violations of this policy should be raised with the PM. Chair clarified that the problem has actually been the ashtray outside catching on fire and the toxic fumes would blow into the nearby apartments. As far as the chemicals being used. MSDS sheets are available. Chair clarified by asking that if a tenant raised a chemical sensitivity issue, is there a policy in place to change chemicals used on not just that floor, but the floors above and below. Amanda responded that this is a conversation that needs to be had with the property manager, but accommodations should be made.

- m. Seven Day Cleaning Notices May Not Be Enough Time in Cases of Hoarding. More Time May Be Required:** Chair asked about the policies regarding hoarding, citing that it is a difficult issue for a variety of reasons. Amanda responded that these matters are dealt with on an individual basis with the PM, TSW and the tenant. Sometimes outside agencies are also brought in to assist.

**9.2 (a)**

Amanda had questions regarding the seven day cleaning notice as she was unfamiliar with it. Chair admitted that he was unfamiliar with it as well and that they lifted this from the 6<sup>th</sup> paragraph on page 36 of "Unlocking the AODA". Amanda wanted to ensure us that if they are aware of a hoarding issue, they will work closely with that person to make small changes to improve the situation and it is all done on a case by case basis. Tom made sure to point out that there was a conflict between the tenancies act and the AODA. The former requiring 24 hours and the latter requiring 168 hours (seven days). We will revisit this issue in future.

**n. Accommodations Need to be Made When Showing New Units to Prospective Tenants:**

Chair apologized for not being able to find his notes on this issue but asked if CityHousing had any policies regarding taking new tenants on a tour of the property and accommodating their needs, recognizing the delicacy that you cannot ask if the person is disabled. Amanda's response was that if the person made us aware of any

**9.2 (a)**

accommodations they required, of course they would do what they could, but that individual would need to initiate the process.

- o. An AODA Compliance Review is Required Every Three Years. Online Compliance Must be Reviewed as Well:** Chair asked if CityHousing was up to date with these reports. Amanda's response was that they submit a compliance report annually to Jessica Bowen.
  
- p. Housing Providers Are Required to Make Accommodations Up to the Point of Undue Hardship.** Chair asked if there was a formal procedure in place for tenants to request accommodations in the home as this is important for people with degenerative issues that will need constant modification. Amanda explained that there was a form for modifications that explained what kind of documentation and medical recommendations were required and that this was something that each tenant should be talking to their PM and TSW about.

**9.2 (a)**

- q. Self-Serve Kiosks are Required to be Fully Accessible and Can Accommodate Those With Vision Loss.** Chair asked if CityHousing has considered or is considering developing policies regarding self-serve kiosk, emphasizing that this refers not only to things like ATMs but more specifically to the card loaders and washers/dryers in laundry rooms and how people with vision loss are having more and more difficulties with digital touch screen displays. Amanda began by stating that they are just finishing a policy on making entry into the office more accessible with readable formats, assistive devices, etc. and hope to have it finished soon. She also mentioned that this is an issue they were hoping to address as they negotiate new contracts and hoped we would be able to provide guidance on what needs to be done. Tom, Paula and the Chair all took turns pointing out how some things worked for some and not for others and this was a difficult issue to solve for as many people as possible. That there was no one size fits all



**9.2 (a)**

solution and that people with vision loss are not the only ones having problems. Amanda asked if we would be willing to help work on this problem and we all eagerly agreed. She was open to accommodating buildings on an individual basis, but they need to know what modifications are required. She also highlighted to importance of building relationships as people will be more open. Much more discussion is required on this issue and we will definitely return to it.

Paula brought up the application forms for CityHousing and Amanda asked if Paula could test the website and point out deficiencies when the City finishes migrating the system.

4. **Other Business:** There was no other business.



## **Housing Working Group Meeting Notes**

**November 15<sup>th</sup>, 2022**

**Virtual WebEx Meeting**

**10:00AM - 12:00PM**

Those in Attendance: Paula Kilburn, Tom Manzuk,  
James Kemp

Also in Attendance: Lina El Khalil

Those Absent: Jayne Cardno, Lance Dingman

- 1. Welcome and Introductions**
- 2. Approval of November 15<sup>th</sup> Agenda:**  
Agenda was approved
- 3. Approval of June 21<sup>st</sup> Meeting Notes:**  
Meeting notes were approved
- 4. Approval of August 16<sup>th</sup> Meeting Notes:**  
Meeting notes were approved.
- 5. Approval of September 20<sup>th</sup> Meeting Notes:** Meeting notes were approved.

**9.2 (b)**

6. **Discuss Canadian Alliance to End Homelessness:** Chair provided a brief report on the convention. More detailed report to follow.
  
7. **Discuss Next Steps Regarding CityHousing's Accessibility:** We briefly discussed this, but will discuss it in more detail when the Chair finishes the report.
  
8. **Continue Review From Section 5 of the Housing Guide:** We quickly discovered a problem with the accessible housing guide. It is actually two separate guides. One seems to be a guide for staff that are unfamiliar with the various disabilities involved and the other is to direct people with disabilities to various agencies and related services. We have decided to cut out most of the redundant information and paste it into its own dedicated guide. We can title them properly so that they are more targeted to their audience.

**9.2 (b)**

- a. **5.1 Circulatory Conditions:** We decided to remove the section describing circulatory conditions. We will confirm the list of related agencies and create an index and an appendix list of conditions.
  
- b. **5.2 Cognitive Disabilities/Mental Health Conditions:** We discussed this section at length. It was decided to keep it intact and copy it to the staff guide again. Our thinking was that people looking to house persons with these disabilities are not always the people afflicted and some descriptions and explanations could be useful. We will review the list and add them to the index as well.
  
- c. **5.3 Developmental Disabilities:** We decided to keep the first and third paragraph for some of the same reasons as 5.2. We removed the childhood paragraph as parents would already be more than familiar with their children's housing needs. We also removed the last paragraph on page 19 as it is redundant. We will review the list and add it to the index.

**9.2 (b)**

- d. **5.4 Mobility and Physical Disabilities (Neuro-Muscular Conditions):** We decided to remove the first paragraph. We cut the first sentence on the third paragraph. We added “or design” to the light switches explanation. We decided to elaborate on the shapes of taps. We will add a paragraph to the epilepsy paragraph to describe issues with light patterns on alarms, etc. We removed the section on home modification. It will be added to the index and appendix instead. We will review the list and add them to the index.
- e. **5.5 Respiratory Conditions:** We are not sure if this section is necessary, but we will leave it for now with the exception of the removal of emphysema. COPD is the same thing and having both was redundant. We will review the list and add them to the index.
- f. **5.6 Hearing/Vision Conditions (Sensory)**

**9.2 (b)**

**Vision:** We decided to cut the first five sentences of the first paragraph as they are redundant. We will keep the last two sentences. We feel the second paragraph doesn't do enough to explain the various modifications available and needs expansion. We will cut the last sentence on the third paragraph. We will review the list and add it to the index.

**Deaf, Deafened and Hard of Hearing:** The first paragraph is not necessary, but we will keep it for now. We decided to cut the second, third and fourth paragraphs. We will keep the list of upgrades but add the phrase "to ask for installation" to the first sentence after features to look for. We will discuss this section with Levi to ensure housing needs are addressed.

**Deaf-Blindness:** We decided to remove the first paragraph. We will remove the last two sentences on the second paragraph. We removed the last sentence on the third paragraph.

**9.2 (b)**

- g. **5.7 Bowel/Bladder Conditions:** We decided to remove this section entirely. It had nothing to do with actual housing. We will review and add the list to the index.
- h. **5.8 Emergency Situations:** We decided to cut this section completely. We can add the emergency mitigation list to the index and appendix under "Emergency Plans", but this section has nothing to do with finding housing.
- i. **6.0 Decision Making:** We decided to remove this section in its entirety.
- j. **7.0 Respite Care:** we decided to keep the first paragraph for now but will review before we finish. Information is out of date and will be updated to the index

9. Other Business: No Other Business.

10. Adjournment



**FOR REVIEW AND FEEDBACK  
FROM ADVISORY COMMITTEES  
JANUARY 2023  
Page 1 of 10**

**Authority:** Item,  
Report (FSC21081 (A))  
CM:  
Ward: City Wide

**Bill No.**

**CITY OF HAMILTON  
BY-LAW NO.**

**To ESTABLISH A CODE OF CONDUCT FOR LOCAL BOARDS**

WHEREAS sections 8, 9 and 10 of the Municipal Act, 2001 authorize the City of Hamilton to pass by-laws necessary or desirable for municipal purposes; and

WHEREAS subsection 223.2(1) of the Municipal Act, 2001 requires the City of Hamilton to establish a code of conduct for members of its local boards;

NOW THEREFORE the Council of the City of Hamilton enacts the following Code of Conduct for Local Boards:

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

1. The Code of Conduct for Local Boards shall be as set forth in Schedule 1 to this By-law.
2. This By-law comes into force on the day it is passed.

**PASSED** this \_\_\_\_\_, 2022.

\_\_\_\_\_  
F. Eisenberger  
Mayor

\_\_\_\_\_  
Andrea Holland  
City Clerk

## Schedule 1

### CITY OF HAMILTON CODE OF CONDUCT FOR LOCAL BOARDS

#### Part 1

General Introduction, Framework, and Interpretation  
Guiding Principles

- 1: Avoidance of Conflicts of Interest
- 2: Gifts, Benefits and Hospitality
- 3: Confidential Information
- 4: Use of City Resources
- 5: Election Campaigns
- 6: Improper Use of Influence
- 7: Business Relations
- 8: Member Conduct
- 9: Media Communications
- 10: Respect for the Town By-laws and Policies
- 11: Respectful Workplace
- 12: Conduct Respecting Staff
- 13: Reprisals and Obstructing
- 14: Acting on Advice of Integrity Commissioner

#### Part 2

Adjudicative Boards

- 15: Additional Requirements for Members of Adjudicative Boards
- 16: Communications with Parties
- 17: Independent Nature of Adjudicative Tribunals

#### Part 3

Complaint Protocol  
Consequences of Failure to Adhere to Code of Conduct

## Part 1

### General Introduction, Framework, and Interpretation

This document is a Code of Conduct for members of Local Boards, both adjudicative and non-adjudicative. Local Boards, sometimes referred to as committees or tribunals, are as defined in s.223.1 of the Municipal Act and as identified by the municipality.

This Code of Conduct is to be given broad, liberal interpretation in accordance with applicable legislation and the definitions set out herein. Commentary in this Code is illustrative and not exhaustive.

Members shall seek to serve the public interest by upholding both the letter of the law and the spirit of the laws and policies established by the Federal parliament, Ontario legislature, and by City Council. The provisions of this Code are intended to be applied in concert with existing legislation and go beyond the minimum standards of behaviour set out in current federal and provincial statutes.

### Guiding Principles

Members shall act with honesty and integrity, serving in a diligent manner, and performing their duties in a manner which promotes public confidence.

Members are expected to perform their duties as a member of the Local Board and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

Members shall serve the public in a conscientious and diligent manner.

Members should be committed to performing their functions with integrity, impartiality and transparency.

Members shall perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

There is a benefit to municipalities when Members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise.

### Definitions:

"Adjudicative Board" means a Local Board that functions as a tribunal

"Council" means the Council of the City of Hamilton

"Family" includes "child", "parent" and "spouse" as those terms are defined in the *Municipal Conflict of Interest Act*, and also includes

- step-child and grand-child;
- siblings and step-siblings;

**Appendix “A” to Report FSC21081(A)**  
**Page 4 of 10**

- aunt/uncle, and niece/nephew
- in-laws, including mother/father, sister/brother, daughter/son
- any person who lives with the Member on a permanent basis.

“Local Board” means a Local Board as defined in s.223.1 of the *Municipal Act*, or s. 1 of the *Municipal Conflict of Interest Act*, and includes citizen advisory committees and other bodies established by Council whose members are appointed by Council;

“Member” means a member of a City of Hamilton Local Board;

“Staff” includes employees, seasonal and contract workers, and volunteers of the City of Hamilton and/or of a City of Hamilton Local Board;

**Rule 1: Avoidance of Conflicts of Interest**

In this Rule:

1. A disqualifying interest is an interest in a matter regarding which a reasonable person fully informed of the facts and circumstances would conclude that the Member could not participate impartially in the decision-making process related to the matter either because to do so would not be in compliance with the Municipal Conflict of Interest Act, or, because the Member’s relationship to persons or bodies involved in the matter or affected by the decision is so close, a reasonable person would conclude that the Member could not effectively carry out their public duty with impartiality.

2. A non-disqualifying interest is an interest in a matter that, by virtue of the relationship between the Member and other persons or bodies associated with the matter, is of such a nature that a reasonable person fully informed of the facts and circumstances would conclude that the Member could still participate impartially in the decision-making processes related to the matter only so long as:

The Member fully discloses the interest so as to provide transparency about the relationship; and

The Member states why the interest does not prevent the Member from making an impartial decision on the matter.

3. Members shall not participate in the decision-making processes associated with their role or position when they have a disqualifying interest in a matter. Participation includes attempting to influence an outcome, whether the decision to be made is to be made by the Local Board or a member of staff with delegated authority or operational responsibility.

4. Members may participate in the decision-making process related to a matter in which they have a non-disqualifying interest provided they file at their earliest opportunity a Transparency Disclosure in a form and manner established by the City Clerk acting in consultation with the Integrity Commissioner.

## Appendix “A” to Report FSC21081(A)

Page 5 of 10

5. Members shall avoid participating in or influencing a proceeding when the member, or another person with whom the member has a close personal or professional relationship, has a financial or other private interest that may be affected by the proceeding or its outcome.
6. Members shall not appear before their Local Board on their own behalf or as a representative on behalf of any party.
7. Members shall not contract with the Local Board for the sale, rental or purchase of supplies, services, material or equipment, and shall not engage in the management of a business or otherwise profit directly or indirectly from a business that relies on an approval from the Local Board.

Commentary

*Members of BIAs will frequently have an interest in common with other members of the BIA in matters that come before the Board, and as such would be exempted from the obligation to declare a disqualifying interest. Care should be taken however to recognize the existence of a disqualifying interest when the Member stands to gain or otherwise benefit in a manner that can be differentiated from others in the BIA. For example, while all members of the BIA would similarly benefit from the holding of a festival, any BIA member who supplies goods or services to the festival at a profit or loss would have a disqualifying interest in the event. The display of merchandise or the promotion of services at an event would not amount to a disqualifying interest.*

*Where a Member contributes to an event ‘at cost’, a disqualifying interest would not arise.*

Rule 2: Gifts, Benefits and Hospitality

No Member shall accept any fee, gift or benefit that is connected, directly or indirectly, with the performance of the Member’s duties, except as permitted by one or more of the exceptions listed below:

- compensation authorized by law;
- such gifts or benefits that can be considered incidental mementos or tokens of appreciation

Rule 3: Confidential Information

Confidential information includes any discussion that takes place between members of the Local Board when it is in a closed meeting; and includes information in the possession of, or received in confidence by, that the board or the City is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”).

No Member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law, or authorized to do so by the Local Board or, if applicable, by Council.

No Member shall use confidential information for personal or private gain, or for the gain of relatives or any person or corporation, either directly or indirectly.

**Appendix "A" to Report FSC21081(A)**  
**Page 6 of 10**Rule 4: Use of City Resources

No Member should use municipal equipment , or permit the use of Local Board or City land, facilities, equipment, supplies, services, staff or other resources (for example, Local Board or City-owned materials, websites, Local Board and City transportation delivery services,) for activities other than the business of the Local Board or the City; nor should any member obtain personal financial gain from the use or sale of Local Board or City-developed information, intellectual property (for example, inventions, creative writings and drawings), computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Local Board or City.

Rule 5: Election Campaigns

No member, while identifying themselves as a member of a Local Board, shall undertake any election campaign or election-related activities or work on, fund-raise, endorse or otherwise contribute to the election campaign of any person running in the municipal election for the municipality where the member serves on the Local Board.

Rule 6: Improper Use of Influence

No member shall use the influence of his or her position for any purpose other than the duties as a member of the Local Board.

Rule 7: Business Relations

No member shall allow the prospect of future employment by a person or entity to affect the performance of his/her duties as a member of the Local Board.

Rule 8: Member Conduct

Members shall conduct themselves with decorum at all times.

Members shall maintain proper control over meetings demonstrating respect for everyone who is involved in the meeting.

Members are expected to attend all meetings of the Local Board. If a member misses more than three consecutive (3) meetings during their term, the Chair, after hearing and considering any explanation provided by the member, may ask the member to resign, or request that Council remove the member.

*Commentary*

*Members recognize the importance of cooperation and shall endeavour to create an atmosphere that is conducive to solving the issues before the Board, listening to various points of view and using respectful language and behaviour in relation to all those in attendance.*

Rule 9: Media Communications

Members shall accurately communicate recommendations and proceedings of their Local Board.

**Appendix "A" to Report FSC21081(A)**  
**Page 7 of 10**

If a member is contacted directly by the media, the member should refer the media to the Chair, or in the absence of the Chair, to the Vice-Chair.

*Commentary*

*A Member may state that they did not support a decision, or voted against the decision, however a Member must refrain from making disparaging comments about other Members or staff, or about the Board's processes and decisions, in doing so.*

*When communicating with the media, a Member should at all times refrain from speculating or reflecting upon the motives of other Members in respect of their actions on the Board.*

*Members who engage in social media should recognize that the rules around decorum and respect apply regardless of the communications medium used. Because social media posts attract participation by others, Members hosting such sites or accounts should consider articulating and posting their own policy of addressing how frequently they will monitor the site for the purpose of identifying and removing disparaging, abusive or hateful comments.*

**Rule 10: Respect for the Town By-laws and Policies**

Members shall adhere to and encourage public respect for the Local Board, the municipality and its by-laws, policies and procedures.

*Commentary*

*A Member must not encourage disobedience of a City by-law in responding to a member of the public, as this undermines confidence in the City and in the Rule of Law.*

**Rule 11: Respectful Workplace**

Members are governed by the workplace harassment and workplace violence policies in place for staff, recognizing that integrity commissioner is responsible for the administration and investigation of complaints.

All Members have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation and to ensure that their work environment is free from discrimination and harassment.

**Rule 12: Conduct Respecting Staff**

Members shall be respectful of the role of staff to advise based on political neutrality.

Members shall respect the professionalism of staff, and not exert undue influence on staff.

No Member shall maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff, and all Members shall show respect for the professional capacities of the staff of the City.

*Commentary*

*It is inappropriate for a Member to attempt to influence staff to circumvent normal processes in a matter, or overlook deficiencies in a file or application. It is also*

**Appendix “A” to Report FSC21081(A)**  
**Page 8 of 10**

*inappropriate for Members to involve themselves in matters of administration or departmental management which fall within the jurisdiction of the City Manager.*

**Rule 13: Reprisals and Obstructing**

It is a violation of this Code of Conduct to obstruct the Integrity Commissioner in the carrying out of their responsibilities, or to engage in any activity in retaliation against any person because they made a complaint to or otherwise communicated with the Integrity Commissioner.

**Rule 14: Acting on Advice of Integrity Commissioner**

Any written advice given by the Integrity Commissioner to a Member binds the Integrity Commissioner in any subsequent consideration of the conduct of the Member in the same matter, as long as all the relevant facts known to the Member were disclosed to the Integrity Commissioner.

Members seeking clarification of any part of this *Code* should consult with the Integrity Commissioner.

**Part 2****ADDITIONAL REQUIREMENTS APPLICABLE TO MEMBERS OF ADJUDICATIVE LOCAL BOARDS**

Rule 15: In addition to the provisions applicable to Members of Non-adjudicative Local Boards, the following additional requirements are applicable with respect to the referenced rule:

**Rule 2: Gifts, Benefits and Hospitality**

Members should recuse themselves from any hearing, to avoid any perception of bias or conflict of interest which may arise as a result of a gift, benefit or hospitality which the Member may have received, from any of the parties or participants potentially affected by the decision of the Local Board.

**Rule 5: Election Campaigns**

Members of Adjudicative Local Boards are prohibited from fundraising for, endorsing, or otherwise contributing to the election campaign of any person running for a seat on Council.

**Rule 9: Media Communications**

Members of adjudicative boards should generally not comment to the media in relation to any decision made by the board or the rationale behind such decision. On the rare occasion when a comment may be appropriate, only the Chair shall serve as a media contact and all enquiries shall be referred to them.

**Rule 16: Communications with Parties**

Written communication to an adjudicative board shall take place only through the Secretary of the board or the appropriate municipal staff assigned to such board, and shall be copied to all



**Appendix “A” to Report FSC21081(A)**  
**Page 9 of 10**

parties or their representatives as appropriate. Oral communications with the adjudicative board about current proceedings shall take place only in the presence of or with the consent of all parties.

Where a party is represented by a representative, all communication between the adjudicative board and the party shall be through the representative, with the exception of notices of hearing, which shall be served upon all parties and their representatives known to the adjudicative board as appropriate.

**Rule 17: Independent Nature of Adjudicative Boards**

The Chairs of adjudicative boards should ensure that the actions of any member, as well as Council members and staff attending adjudicative board meetings, are consistent with the arm’s-length, quasi-judicial nature of the adjudicative board. Any actions compromising this position should be immediately dealt with by the Chair or panel chair.

An adjudicative board is required by the applicable laws to operate at arm’s-length from and independently of Council. Members should therefore not request members of Council to intervene on applications considered by the adjudicative board. Members should refrain from seeking advice on their roles and responsibilities from Council members. In clarifying their roles and responsibilities, members should seek advice from appropriate staff.

**Part 3****COMPLAINT PROTOCOL**

The Complaint Protocol contained in the Council Code of Conduct applies with necessary modifications to complaints regarding members of Local Boards.

**CONSEQUENCES OF FAILURE TO ADHERE TO CODE OF CONDUCT**

Members who are found by the Integrity Commissioner to have failed to comply with the Code of Conduct for Local Boards may be subject to the following sanctions:

- (a) a reprimand; or
- (b) suspension of remuneration paid to the member in respect of his or her services as a member of the Local Board (if any).

Members may also be subject to such other remedial actions recommended by the Integrity Commissioner that directly flow from the action or behaviour of the member of the Local Board.

Members are subject to removal from the Local Board, or removal as Chair of the Local Board, by Council.

**Appendix "A" to Report FSC21081(A)**  
**Page 10 of 10**

**CITY OF HAMILTON**

**M O T I O N**

**ADVISORY COMMITTEE FOR PERSONS WITH  
DISABILITIES: January 10, 2023**

**MOVED BY J. KEMP .....**

**SECONDED BY .....**

**Establishing an Annual Accessibility Event**

WHEREAS, the Advisory Committee for Persons with Disabilities' (ACPD) Outreach Working Group's main objective is to explore partnership opportunities with other community agencies and organizations as well as outreach with the public;

WHEREAS, the ACPD's Accessibility Fair 2022 "Ability First" was considered successful for an inaugural event;

WHEREAS, the event consisted of twenty-five stakeholder, local organization, and City department stations as well as six interactive events;

WHEREAS, the participants of the event have expressed interest in attending and participating in any future events organized by the ACPD; and

WHEREAS, events such as the Accessibility Fair provide opportunities for collaborations, networking, public education and direct informational conduits from members of the public to members of City Council.

THEREFORE, be it resolved:

- (a) That an annual Accessibility Event organized by the Advisory Committee for Persons with Disabilities, be approved;
- (b) That City staff be directed to provide support and assistance to the Advisory Committee for Persons with Disabilities for the annual Accessibility Event, subject to their availability;
- (c) That the 2023 Advisory Committee for Persons with Disabilities Accessibility Event be funded from the Advisory Committee for Persons with Disabilities reserve fund xxxx; and
- (d) That the funding for future Accessibility Events be considered within the Advisory Committee for Persons with Disabilities' annual budget submission.