



City of Hamilton

ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES AGENDA

Date: April 11, 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

Pages

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 March 14, 2023

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5. COMMUNICATIONS

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7. DELEGATIONS

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9.5	Strategic Planning Working Group Update	
	a. Strategic Planning Working Group Meeting Notes - March 23, 2023	81

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

10. PUBLIC HEARINGS

11. DISCUSSION ITEMS

- 11.1 Advisory Committee Code of Conduct 83

12. MOTIONS

- 12.1 Invitation to a Representative of Canadian Housing Evidence Collaborative, McMaster University to Attend a Meeting of the Housing Issues Working Group to Discuss their Report “Toward a Sustainable Housing System in Hamilton: Framing the Issues” 93
- 12.2 Invitation to a Planning and Economic Development Staff to Attend a Meeting of the Advisory Committee for Persons with Disabilities for an Update Respecting the E-Scooter Pilot Program (REVISED) 95

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)
- 14.4 Restructuring the Board of Health (no copy)
- 14.5 Donation in Memory of Tom Manzuk (no copy)

14.6 Investigation of Light Rail Transit (LRT) Systems in Neighbouring Municipalities by Members of the Advisory Committee for Persons with Disabilities (no copy)

15. PRIVATE AND CONFIDENTIAL

16. ADJOURNMENT



Hamilton

**ADVISORY COMMITTEE FOR PERSONS WITH
DISABILITIES
MINUTES 23-003**

4:00 p.m.

Tuesday, March 14, 2023

Room 264, 2nd Floor

Hamilton City Hall

71 Main Street West

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

Absent

with Regrets: Councillor M. Tadeson, J. Cardno,
L. Janosi, C. McBride, R. Semkow

Also Present: Councillor J.P. Danko

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. Reimbursement for the Purchase of Flowers for Condolences on behalf of the Advisory Committee for Persons with Disabilities (Item 12.1)**

(Mallett/Cameron)

That reimbursement to Aznive Mallett for purchasing flowers for condolences on behalf of the Advisory Committee for Persons with Disabilities, be approved as follows:

- (a) \$101.63, including HST, attached as Appendix "A" from Crescent Gardens Floral Ltd., Ridgeway, ON; and

- (b) \$126.50, including HST, attached as Appendix “B” from Fascination Flowers, Hamilton, ON.

CARRIED

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

9. CONSENT ITEMS

9.4 Transportation Working Group Update

- 9.4(a) Transportation Working Group, Summary of Visioning Discussion respecting DARTS – January 24, 2023

(Kilburn/McNeil)

That the Agenda for the March 14, 2023, 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 OF THE PREVIOUS MEETING (Item 4)**(i) February 14, 2023 (Item 4.1)****(Dingman/Frisina)**

That the February 14, 2023, minutes of the Advisory Committee for Persons with Disabilities meeting, be approved, as presented.

CARRIED**(d) STAFF PRESENTATIONS (Item 8)****(i) Accessible Transportation Services Performance Review – Q4 2022 (Item 8.1)**

Michelle Martin, Manager of Accessible Transportation Services, provided a presentation respecting the Accessible Transportation Services Performance Review – Q4 2022, with the aid of a PowerPoint presentation.

(McNeil/Murphy)

That the presentation from Michelle Martin, Manager of Accessible Transportation Services, respecting the Accessible Transportation Services Performance Review – Q4 2022, be received.

CARRIED**(e) CONSENT ITEMS (Item 9)**

(i) Consent Items (Items 9.1 - 9.6)**(Murphy/Cameron)**

That the following updates and meeting notes, be received:

- (1) Built Environment Working Group Update (Item 9.1)
 - (a) Built Environment Working Group Meeting Notes - February 7, 2023 (Item 9.1(a))
- (2) Housing Issues Working Group Update (Item 9.2)

J. Kemp provided a verbal update respecting the Housing Issues Working Group.
- (3) Outreach Working Group Update (Item 9.3)
 - (a) Outreach Working Group Meeting Notes - February 21, 2023 (Item 9.3(a))
- (4) Transportation Working Group Update (Item 9.4)
 - (a) Transportation Working Group, Summary of Visioning Discussion

Respecting DARTS - January 24, 2023
(Item 9.4(a))

J. Kemp requested that a correction be made to the Transportation Working Group, Summary of Visioning Discussion Respecting DARTS – January 24, 2023 by striking out “Wanted to include discussion regarding HSR and”.

The corrected Notes will be circulated.

- (5) Strategic Planning Working Group Update (Item 9.5)
 - (a) Strategic Planning Working Group Meeting Notes - February 9, 2023 (Item 9.5(a))
- (6) Accessible Open Spaces and Parklands Working Group Update (Item 9.6)

No update.

CARRIED

(f) MOTIONS (Item 12)

A. Mallett relinquished the Chair to J. Kemp in order to introduce the following Motion:

(i) Reimbursement for the Purchase of Flowers for Condolences on behalf of the Advisory Committee for Persons with Disabilities (Item 12.1)

For disposition of this matter, refer to Item 1.

A. Mallett assumed the Chair for the remainder of the meeting.

(g) 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.

(iv) Delegation to the Governance Review Sub-Committee and the Audit, Finance and Administration Committee respecting Restructuring the Board of Health (Item 14.4)

(McNeil/Kilburn)

That the following members be authorized to delegate at the Governance Sub-committee meeting of March 27, 2023 and the Audit, Finance and Administration Committee of April 6, 2023 on behalf of the Advisory Committee for Persons with Disabilities respecting the Restructuring of the Board of Health:

- (a) Aznive Mallett
- (b) Kim Nolan
- (c) James Kemp
- (d) Mark McNeil
- (e) Anthony Frisina

CARRIED

(T. Nolan/K. Nolan)

That the Advisory Committee for Persons with Disabilities supports the consultative process approved by Council respecting the structure of the Board of Health and would like the consultative process to go forward prior to the approval of any changes to the structure of the Board of Health.

CARRIED

(h) ADJOURNMENT (Item 16)

(McNeil/Kemp)

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

CITY OF HAMILTON ELECTION 2022 POST-ELECTION ACCESSIBILITY REPORT



January 23, 2023

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Accessibility Report: Results from the 2022 Municipal Election

In advance of the 2022 Municipal Election, the City of Hamilton released an Accessibility Plan to provide information to the community on accessibility features and initiatives implemented to assist in the removal of barriers for electors engaging in the Municipal Election. The development and release of this plan is in alignment with the Municipal Elections Act, 1996 (MEA), which requires that a clerk who is responsible for conducting an election to have regard to the needs of electors and candidates with disabilities, and develop and share their plan to address these needs. This plan was developed in alignment with the following policies, procedures and legislation:

- a. Municipal Elections Act, 1996,
- b. Ontarians with Disabilities Act, 2001
- c. Accessibility for Ontarians with Disabilities Act, 2005
- d. The City of Hamilton's Equity and Inclusion Policy
- e. The City of Hamilton's Customer Service Standards Policy
- f. The City of Hamilton's Multi-year Accessibility Plan (2020-2025)

The requirements of the City Clerk with regard to Electors and Candidates with disabilities are outlined in the MEA as follows:

Electors and candidates with disabilities

12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities. 2009, c. 33, Sched. 21, s. 8 (8).

(2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election. 2016, c. 15, s. 11.

(3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. 2016, c. 15, s. 11.

The Accessibility Plan released in September 2022 was developed in adherence to the requirements of the Municipal Elections Act and related acts and policies, and additionally was developed to address the following goals for the Municipal Election:

- a) to ensure that electoral services are accessible to all eligible voters and candidates;

- b) to engage with equity seeking and citizen advisory committees to help identify additional barriers to voting
- c) to identify and eliminate barriers for persons with disabilities; and
- d) to create a positive and inclusive voting experience for all electors.

Further to the overarching goals, the plan identified five key areas of focus to consider throughout the election planning process, including:

1. Elections Communication and Information
2. Voting Places
3. Voting Methods
4. Recruitment, Selection and Training of Election workers
5. Assistance for Candidates

Throughout the 2022 Municipal Election planning and implementation processes, a number of specific initiatives were undertaken in support of greater accessibility for electors. This report outlines the initiatives taken and the outcomes, and further, identifies areas of opportunity for further accessibility in future elections.

1. Elections Communication and Information

In the Accessibility Report, the City committed to ensuring that communications and information is shared in a manner that is accessible for all electors. In order to achieve this goal, the plan outlined two key initiatives and strategies in support of these initiatives. These initiatives and their associated strategies were implemented in order to address information/communication barriers, technological barriers, and attitudinal barriers.

Initiative 1: Provide an informative and accessible election website.

Strategies:

- a) Ensure election information is available in clear, simple language.
- b) Continuously update election information posted on the City's website to reflect the most recent information
- c) Enhance the City's "Where Do I Vote?" web application to provide accessibility information about voting places.
- d) Ensure election web pages are W3C Consortium WCAG 2.0 Level A compliant
- e) Establish a dedicated accessibility section on the election's website that provides information on the initiatives undertaken by the City Clerk's Office.
- f) Build and implementation a virtual agent function on the City's website to assist electors with questions and accessing information.
- g) Provide a feedback mechanism on the website for electors to provide feedback on accessibility in the election

Results Achieved:

Throughout the election period, information and resources were made accessible to the public through a variety of mediums, including print, web and social media, and radio. All materials developed for the Election were reviewed to ensure that language was clear and simple and printed materials met AODA requirements. Information was available in alternate formats upon request.

The City of Hamilton's website is accessible and is compliant with WCAG 2.1 AA web accessibility standards. Regular accessibility checks are completed on the website, and the new corporate Hamilton.ca website is assessed at a 90% overall compliance rating. The Municipal Election pages on the Hamilton.ca website was redesigned for the 2022 Municipal Election with ease of navigation for the end user in mind. To streamline information and navigation, the website was divided into sections with information for voters, for candidates and third parties, election resources, and archives. The main page for the Municipal Election included links to each section, and additionally housed a banner which highlighted recent news and most relevant information.

Accessibility information was made available on the City's Municipal Election webpages under Elections Resources and in the Voters section. In the Election Resources, a dedicated page to the Elections Accessibility Plan included details of the strategies, a link to the plan, and a video designed to show information on the accessible voting equipment available to electors at designated poll locations. In the Voters section, information on poll locations was made available to all residents in the community in September 2022, and sites with enhanced accessibility features including accessible voting machines were identified to assist residents in their planning.

New for 2022, a virtual agent feature was added to the Municipal Election pages on the City's website. The addition of this technology allowed residents to type or use voice command to ask questions and receive election related information or links to information directly without having to search the site.

Electors were able to provide feedback through a variety of means. A dedicated email address, elections@hamilton.ca was set up to receive feedback and questions, and additionally a dedicated elections line was put in place to receive calls from residents. Additionally, the City of Hamilton has a dedicated Accessibility Feedback and Complaint Form that allows residents to provide feedback on accessibility-related items through the City's Human Rights, Diversity and Inclusion Office.

Metrics:

- 76895 website hits between September 1 and October 24
- Website is 90% compliant with WCAG 2.1 AA web accessibility standards
- 4,298 virtual agent sessions, with an 81% engagement rate and a high-resolution rate of 60%.

- 23 social media posts related to accessibility; 21 responses to inquiries resulting from posts

Initiative 2: Provide election information in alternative formats and through multiple channels

Strategies:

- a) Present information about election accessibility to stakeholder and community organizations
- b) Produce “How to Vote” Resources in English and Additional Languages
- c) Produce an accessible “How to Vote” Video and post to the City’s Website
- d) Build and implement a voice assistant to assist electors using smart home features.

Results Achieved:

In the lead up to the Municipal Election, the Elections team engaged with a number of community organizations and residents to share information and seek feedback and input on the election, including information on accessibility. This included engagement with the following groups:

- Advisory Committee for Persons with Disabilities
- Seniors Advisory Committee
- Status of Women Committee
- Committee Against Racism
- Immigrant and Refugee Advisory Committee
- Indigenous Advisory Committee
- Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee
- Hamilton Aboriginal Advisory Committee
- Hamilton Regional Indian Centre
- Immigrant Working Centre
- McMaster University
- Mohawk College
- Redeemer University
- Hamilton Public Library

Throughout July and August of 2022, the City dispatched a team of Elections Ambassadors to go out into the community and provide information on the voters list and the election, and to answer any elections-related questions. The Ambassadors visited 96 locations across all 15 wards of the City, including Recreation Centres, Farmers Markets, parks, and special events.

The Elections Team developed a number of resources throughout the election, including a Voter Information Resources that was translated into the most common languages spoken in Hamilton as informed by Census information. This included, Arabic, Farsi, Italian, Polish, Portuguese, Punjabi, Spanish, Tagalog, Mandarin and Serbian.

Videos were developed to provide information in an alternate format to voters on the voting process and on Accessible Voting technology. These videos were shared on the City's Municipal Election webpages, and through social media posts. All videos were closed captioned. Additionally, Instagram reels were developed to share information with the community, including accessibility information.

A Voice Assistant was additionally introduced at the beginning of October 2022 that enabled community members using Smart Home devices such as Google Alexa or Apple Siri to use these devices to receive information on the Municipal Election. The introduction of this technology provided an accessible alternative to receiving election information, as users could verbally request and receive information on the election or be directed to resources.

Metrics:

- 23 social media posts related to accessibility; 21 responses to inquiries resulting from posts
- Voice Assistant usage: 1296 Alexa interactions and 785 Google assistant interactions
- 18 Presentations in 2022
- 96 Community Engagements
- 2515 video views through the City of Hamilton YouTube account
- 38, 207 views of Instagram Reels

2. Voting Places

As in-person voting is the most commonly used voting method for electors, and as it requires the elector to attend at a voting location to cast a ballot, it is essential that voting places were accessible for all electors. To achieve this goal, the plan outlined five initiatives and associated strategies, including ensuring that voting places are accessible to all voters with disabilities; ensuring that voting routes and entrances are clearly identified; ensuring that all voting place owners and managers are aware of accessibility requirements; provide a mechanism for feedback, and provide information on accessibility features at voting locations. Initiatives focused on voting places were intended to address organizational barriers, information/communication barriers, physical/architectural barriers, and attitudinal barriers.

Initiative 1: Ensure all Voting Places are accessible to voters with disabilities

Strategies:

- a) Engage with community stakeholders on voting place selection criteria
- b) Review and update voting place accessibility checklist
- c) Review all potential voting places with consideration for public transit access where applicable
- d) Review all potential voting places for accessibility features, including:
 - door operators / accessible doors
 - barrier-free parking
 - accessible ramps and thresholds
 - a barrier-free path of travel from the parking lot
 - adequate lighting
- e) Inspect all voting locations prior to Voting Day to ensure accessibility for all voters
- f) In the event of disruption or unforeseen circumstances requiring a poll location to be closed, a back-up poll location identified and secured that meets accessibility standards
- g) In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting places during the Advance Vote or on Voting Day, notices of disruption will be posted as soon as possible:
 - on the City's website
 - on the City's social media accounts (Twitter, Instagram, and LinkedIn)
 - at the site of the disruption
 - when applicable, a media advisory will be issued.

Results Achieved:

City staff reviewed criteria for poll location selection from the 2018 Municipal Election and engaged with both internal and external stakeholders to update the criteria and ensure alignment with AODA legislation and requirements. The stakeholders consulted included the Advisory Committee for Persons with Disabilities, the Seniors Advisory Committee, AODA Facilities Specialists, and Human Rights, Diversity and Inclusion Specialists. As a result of these consultations, and based on best practice research and additional feedback from presentations, directly through the elections@hamilton.ca email, and through the Engage Hamilton Survey conducted in October and November 2021, the criteria for the selection of voting places used on the accessibility checklist was updated to ensure a robust review and selection of sites occurred.

New considerations added to the accessibility checklist for 2022 included:

- Additional consideration given to building access, including slope or changes to the entrance; condition and stability of sidewalks, pathways, and walkways; width of pathways, ramp slope specifications
- Additional details on interior building flooring, elevations, and stairs
- Consideration of requirements to physically distance voters should there have been a need to do so
- Inclusion of requirements for Wifi access and access to accessible washrooms
- Accessibility of location to bus route and availability of bike storage

During the period of February – April of 2022, Elections Officers conducted 197 in-person site visits and used the assessment criteria to select the most appropriate and accessible sites within each ward subdivision.

For election day, 157 sites were selected to serve as poll locations, with the majority of the sites used from the Hamilton Wentworth District School Board, the Hamilton Wentworth Catholic School Board, and City of Hamilton locations as these facilities meet AODA requirements. Additional community sites such as churches, meeting rooms or club space was used where a school or city location was not available. In addition to the sites selected as poll locations, 15 additional sites that met the accessible criteria identified were secured (one per ward), as backup locations should a poll have been unusable on a voting day.

Processes were in place to communicate any disruption to service or unforeseen circumstances that affected the accessibility of voting places during the Advance Vote or on Voting Day.

Measures:

- 51 voting places located directly on a public transit route

- 37 voting places located less than 250 meters from public transit route
- 69 voting places located greater than 250 meters from a public transit route
- 197 locations inspected
- 157 poll locations selected for Election Day
- 15 poll locations selected for Advance Polls
- 15 of backup locations identified and secured for Election Day
- 66 individual considerations included in the Voting location assessment checklist used in the determination of a poll location

Initiative 2: Ensure all Voting Place access routes and entrances are clearly identified

Strategies:

- a) Ensure voters with accessibility needs are directed to the accessible voting entrance by prominent signage.
- b) Use large-print signage at voting places
- c) Train election workers to communicate with people who are blind or have low vision.
- d) Consult on best practices in signage and identification

Results Achieved

All voting places were equipped with signage to ensure that electors were able to easily navigate to the polling station at the location. This included signs to identify the polling location for the building exterior, and navigational signs for inside the voting location. The Elections team consulted with Communications and Graphics and AODA Specialists on signage and to determine best practices.

Signage at the polling station was printed in a large and clear font.

Election workers were required to review and complete training on accessibility and inclusion, which was further reinforced in printed manuals that were supplied to each worker. Training provided direction on customer service principles and inclusive practices.

In addition to training and signage, additional Greeters were hired for most poll locations to provide customer service and support as required. Greeters were tasked with

assisting electors in navigating to the polling location, and providing assistance to electors who requested support.

Measures:

- 54 signs at each voting place
- 1541 Elections Workers provided with resources and training on accessibility and customer service

Initiative 3: Ensure all Voting Place owners and managers are aware of accessibility requirements

Strategies:

- a) Notify all voting place owners and managers of legislative accessibility requirements in order to prevent last minute changes to voting places
- b) Welcome the use of support persons and service animals in voting places.
- c) Educate elections staff on appropriate communication with voters and service animals

Results Achieved:

As accessibility features were a part of the site assessment criteria, discussions of accessibility took place at each of the sites with the owners of the location. Further, as the sites used for polling locations were primarily schools and facilities that provide service to the community, they were familiar with AODA requirements.

Election workers were required to review and complete training on accessibility and inclusion, which was further reinforced in printed manuals that were supplied to each worker. Training provided direction on customer service principles and inclusive practices. As many of the Managing Deputy Returning Officers were City of Hamilton Staff, they additionally were familiar with the City's Customer Service Standards and AODA principles.

Measures:

- Over 200 facility owners and managers engaged
- Information provided in election accessibility and customer service in manuals for all poll positions and training resources
- 1541 Elections Workers provided with resources and training on accessibility and customer service

Initiative 4: Provide a system to deal with accessibility issues, concerns or complaints**Strategies**

- a) Establish a website link to an accessibility feedback form so an elector who encounters an accessibility issue can contact Election or Accessibility staff
- b) Use the received feedback to ensure that voting places are accessible to voters, as required by the Municipal Elections Act, 1996

Results Achieved:

Information on how to contact the Municipal Elections Team was identified on the hamilton.ca Municipal Elections pages, and in all communications and resources that were provided by the Elections Office. Electors were directed to contact Elections staff via email at elections@hamilton.ca or through the direct elections phone line.

The City of Hamilton additionally has a dedicated Accessibility Feedback and Complaint Form on the City of Hamilton's website that allows residents to provide feedback on accessibility-related items through the City's Human Rights, Diversity and Inclusion Office. Any comments or concerns raised through this format were directed to Elections for action.

As some residents reach out to the City via the Customer Contact Centre or the Office of the City Clerk, customer service staff were provided with resources to assist in answering questions or providing information on the election. Staff in these positions were directed to forward any callers with accessibility issues, complaints or concerns directly to Elections staff to address.

Initiative 5: Provide information on the accessibility features available at each Voting Place**Strategies:**

- a) Provide details of accessibility features available to voters and candidates at Advance Vote locations on the City's website
- b) Provide details of accessibility features available to voters and candidates at voting places on Voting Day on the City's website.

Results Achieved:

All candidates were provided with a full listing of the City's poll locations, including the advance and election day poll sites, via email and through the Candidate Portal. As a part of this listing, candidates were provided with information on the poll location criteria, the accessibility of all sites, and specific information on sites with additional accessibility features.

Voters were provided with information on the City's poll locations via the Municipal Elections Voter Information web page. Polls for each ward subdivision were identified, and those with enhanced accessible voting equipment were identified.

Measures:

- 35,377 webpage hits to - 'Where to Vote'

3. Voting Methods

To enhance accessibility, the City provided electors with options for voting and worked to ensure that each method of voting was accessible. The options

Initiative 1: Provide accessible voting opportunities

Strategies:

- a) Provide voters with the option to vote by mail
- b) Provide voters with the option to vote by proxy
- c) Review ballot design to increase legibility
- d) Increase legibility of ballots through use of accessible font styles, appropriate case usage, and colours, where possible
- e) Provide an accessible ballot-marking device at all advance polls, and one in each ward on Election day for independent voting via “sip-and-puff”, the use of paddles, or a tactile device
- f) Provide magnifiers, pens and paper at all voting place

Results Achieved:

The City offered a special Vote by Mail option for voters to cast their ballot in the 2022 Municipal Election. 3186 voters requested a vote by mail package, and approximately 70%, or 2397 vote by mail ballots were returned to the City and cast.

Voters had the option to appoint a proxy to cast a ballot on their behalf if they were unable to attend at a polling station. For the 2022 Municipal Election, 72 proxy forms were certified.

For voters casting their ballot in person, accessible voting equipment was available in one identified poll location in each ward. This equipment provided electors with the option to cast a ballot using a sip and puff device, an audio-tactile device, or paddles.

Voters who opted not to attend a polling location with accessible voting equipment had access to magnifiers, pens, and paper pads at their poll. Additionally staff was on hand to assist electors where it was requested.

Measures:

- 3186 vote by mail ballots requested, and 2397 received
- 72 proxy forms received
- 18 accessible voting machines used
- 5 opportunities to vote using accessible voting machines (in each ward on advance polls and on election day)

- 2320 ballots cast on accessible voting tabulators (note, not all ballots cast on accessible voting equipment required use of accessible voting equipment)
- 1 magnifier screen at each voting place
- minimum of two pen and paper pads at each voting location

Initiative 2: Provide voting opportunities in institutions and long-term care facilities and for underserved communities

Strategies:

- a) Establish voting places at the following facilities in order to allow eligible residents of the facility the opportunity to vote:
 - a. any institution in which 20 or more beds are occupied by persons who are disabled, chronically ill or infirmed
 - b. a long-term care facility in which 50 or more beds are occupied.
- b) Provide additional lead time for voting to occur at institutions to ensure all voters have time to cast their ballots by voting day
- c) Establish Polls in locations that fall outside of those legislated but which specifically provide seniors, post-secondary students, Indigenous electors, and electors experiencing homelessness with an additional and focused voting opportunity

Results Achieved:

The Elections Team worked with Long-Term Care and Retirement Homes to implement a vote by mail process for the election. This process was introduced to provide additional time for electors to cast their ballot, and additionally, to ensure that all electors wishing to vote could do so regardless of any potential public health impact or quarantine.

Legacy Special Advance Poll locations were maintained for the 2022 Municipal Election. Many of the locations of Special Advance Polls were in buildings that fall short of the legislated requirement for institutions, or where there are populations that are traditionally underserved. Voting opportunities were held over the course of two days at 18 sites across the City.

In addition to the Institutional and Retirement home voting process and the Special Advance Polls, a Ballot on Demand Poll was introduced for 2022. This technology allowed electors from any ward in the City to attend at a location and receive a ballot for their ward. The ballot on demand program was utilized at McMaster University, Mohawk College, and Redeemer University, in addition to at the Hamilton Regional Indian Centre, Carol Ann's Place, Willow's Place, and the Wesley Day Centre .

Measures:

- 50 long-term care and retirement homes where voting process was implemented
- 18 Special Advance Polls established
- 7 Ballot on Demand Polls established

Initiative 3: Provide assistance to voters with disabilities as requested**Strategies:**

- Ensure that voters using DARTS to get to a poll location on a voting day have front of the line access, reducing their time at the poll and ensuring that their transportation will wait for them.
- Upon request, provide voters with the opportunity to vote from anywhere at the voting place (including curbside) with assistance from a Managing Deputy Returning Officer and a Deputy Returning Officer.
- Upon request, assist the elector with voting or reading of ballot.
- Train Deputy Returning Officers to assist voters with voting process when requested
- Enable voters to swear an oath if they are unable to provide the required identification and/or documentation with a signature.
- Allow voters to bring a friend or interpreter to assist them as required with the voting process

Results Achieved:

The Elections Team partnered with DARTS to operate the front of the line access for electors who were using DARTS service to get to the poll location. These electors were able to move to the front of the line to cast their ballot, and DARTS drivers were instructed to wait for the elector. On election day, 43 trips were made with DARTS by 43 electors to a polling location.

To provide assistance, any elector who was unable to enter the voting location was able to request a curbside vote. This process allows for a ballot be brought outside to an eligible elector to complete. Elections staff was trained on this process, and process steps were outlined within training materials to act as a guide for staff on voting day.

Electors who required assistance are able to bring a friend or interpreter with them to assist in voting. Should an elector not have had access to an individual to assist them, Elections Staff was available to assist.

Measures:

- 43 trips to poll via Darts
- 472 Deputy Returning Officers trained

Initiative 4: Provide instructions on the use of accessible voting equipment

Strategies:

- Produce videos that outline the voting process and the accessible voting technologies in use for the election. Videos will include accessible elements and captioning, and post the videos on the City's website
- Provide pictorial instructions on voting processes

Results Achieved:

In an effort to provide more information on the election in different formats to the community, the Elections Team developed four videos that were released in the lead up to the Election. This included the following videos:

- Accessible Voting in the 2022 Municipal Election – a video providing information on accessible voting equipment available for use during the election, the City released a video that highlighted the features of this equipment. This included a demonstration of the sip and puff equipment, paddles, and audio-tactile device. This video was released on the City's website and through the City's YouTube channel.
- What to Expect at the Polling Station, which walked viewers through the voting location and process was developed and released. This video was created to assist voters in understanding the flow of a poll location and the process to vote in order to allow electors to prepare and identify areas where they may need assistance.
- What you Need to Know About the Municipal Election, which provided general information on the Election and methods of voting.
- Vote by Mail in Hamilton's Municipal Election, that walked Electors through the process to request a Vote by Mail package, how to complete the package, and how to return the package to the City

Accessible Voting Specialists (AVS) were trained on the accessible voting equipment using pictorial instructions and through hands on training. AVS staff was on hand at polls where this equipment was used in order to assist electors and provide guidance.

Measures:

- 4 videos produced
- 2515 views of the videos through the City of Hamilton YouTube Channel
- Pictorial instructions provided to 27 AVS Staff
- 27 AVS Staff hired to support the Election

4. Recruitment and Staffing

To ensure enhance accessibility for the 2022 Municipal Election and to ensure that all Electors were included and supported in voting, the City committed to ensuring that recruiting and staffing practices were accessible, and that staff were trained and supported to provide accessible customer service to all Electors. The implementation of this initiative intended to address organizational barriers, attitudinal barriers, physical/architectural barriers, and information/communication barriers.

Initiative 1: Provide accessibility training to all workers who participate in the election

Strategies:

- Develop an Accessible Election Manual providing direction on how the City of Hamilton will address the needs of persons with disabilities during the election and distribute the manual during training.
- Develop accessibility training and reference materials for all elections staff, including:
 - how to interact and communicate with persons with various types of disabilities;
 - how to interact with persons who use assistive devices or require the assistance of a service animal or support person;
 - how to use voting equipment and assistive devices to deliver election services;
 - what to do if a person is having difficulty accessing election information or services

Results Achieved:

All staff who were hired to support polls were required to complete training on Accessibility and Diversity. This training was housed in the electronic worker portal, and included modules on Accessibility and Diversity, and a video presentation providing key information. In addition, all staff received a hard-copy training manual that replicated the information in the worker portal. This information was on-hand as a guide during voting days should a member of staff have needed a refresher. The training provided information and direction on accommodations and disabilities, how to provide effective customer service, and what to do if there are questions or more assistance is needed.

Additional training was provided to Accessible Voting Specialists on Accessible Voting equipment to ensure that they were familiar with the equipment and could effectively assist electors using the equipment when required.

Measures

- 4570 manuals printed and distributed
- 1597 staff trained

Initiative 2: Ensure the recruitment process for applicants is accessible

Strategies

- Provide accommodations and special services for testing and interviews, upon request
- Ensure the worker's manual and/or other relevant materials are available in an accessible format, upon request.

Results Achieved:

In alignment with the City's recruitment practices, any applicant requiring accommodation was able to request accommodation from the Elections Team in the interviewing stage or for testing where required. In addition, any training materials were available in an accessible format where it was requested. Applicants were additionally accommodated in the position they filled upon request.

Measures

- For the 2022 Municipal Election, training materials were provided electronically and in hard copy. No additional requests for training materials in alternate formats were made.

5. Assistance to Candidates

To provide greater assistance to Candidates, the Elections team ensured that any Candidates who identified an accommodation need were provided with assistance and support. Additionally, all Candidates were provided with accessible resources and information throughout the campaign period. These measures were introduced to address information/communication barriers, technology barriers, physical/architectural barriers, and organizational barriers.

Initiative 1: Provide candidates with access to information in alternative and accessible formats

Strategies:

- Ensure the candidate guide and/or other relevant publications are available in an accessible format, upon request
- Provide the City of Hamilton's Voters' List in an electronic format to candidates
- Meet with Candidates to provide an overview of the election processes
- Hold candidate information sessions in accessible locations and virtually
- Provide accommodations and special information services upon request

Results Achieved:

All Candidates were provided with access to guides, policies and procedures through the electronic candidate portal. Information was provided in PDF format, and was available in other formats upon request.

For the 2022 Municipal Election, candidates were provided with access to an electronic voters' list through the candidate portal, which was able to be downloaded in a xls format. This enabled candidates to download information and convert into other formats as required.

The City Clerk conducted meetings with certified candidates to provide them with information and to provide an opportunity for candidates to ask questions. In addition, the City hosted two separate open Candidate information sessions in a virtual format that focused on campaigning information and campaign finances.

Measures:

- Electronic Voters' List available to all 150 Candidates
- 2 candidate information sessions held virtually

Feedback and Opportunities for Improvement

During and following the 2022 Municipal Election, the Elections Office received feedback and suggestions regarding accessibility. This included feedback on poll locations, experiences at the poll, and experiences with staff at the poll. Additionally, suggestions were made for improvements enhancements for future elections that would provide greater accessibility. The feedback that has been received to date has been reviewed and the following opportunities have been highlighted to improve accessibility for future elections.

Opportunities:

- Investigate additional and updated accessible voting equipment for use at the polls.
- Enhance voting location assessment to include a greater focus on flow of the polling station, Wi-Fi connectivity, sensory concerns, and access to the polling station in advance to ease anxiety by elections employees.
- Develop a plan to introduce online and telephone voting for the 2026 Municipal Election.
- Investigate the potential to add additional accessible resources at all poll locations, including Braille overlay and large-print ballots.
- Provide electors with additional information on features of voting locations in advance of voting days to ensure that electors are familiar with the layout and potential barriers of a polling location.

- Further enhance training, engaging with additional persons with lived experience in the development of training.
- Work with the Province to align practices and resources in voting accessibility.
- Develop an Elections Accessibility Working Group to provide guidance and advice for the administration of the 2026 Municipal Election.

The Elections Office continues to seek out feedback and input in order to improve processes for future elections. Feedback and suggestions can be provided to the Elections Office via email at elections@hamilton.ca or by phone at 905-546-2424 x4408



2022 MUNICIPAL ELECTIONS ACCESSIBILITY

ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES

April 11, 2023

The Municipal Elections Act, 1996 (MEA) requires:

- that a clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.
- that in establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

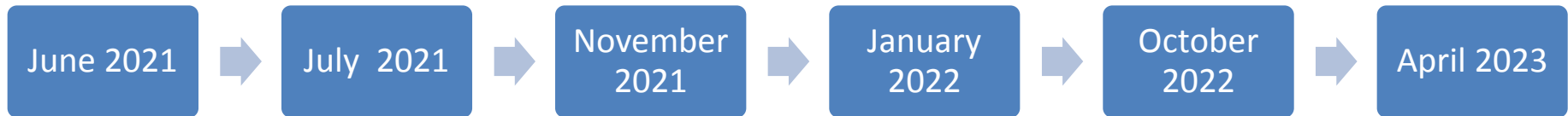
The focus of the Accessible Election Plan 2022 is to:

- a) ensure that electoral services are accessible to all eligible voters and candidates;
- b) engage with equity seeking and citizen advisory committees to help identify additional barriers to voting
- c) identify and eliminate barriers for persons with disabilities; and
- d) create a positive and inclusive voting experience for all electors.

In preparation for the 2022 Municipal Election, Election staff consulted with Talent & Diversity specialists, Diversity and Inclusion Specialists, Public Health specialists, the AMCTO Municipal Election Project Team, Accessible Transportation Services (ATS), including DARTS, Corporate Facilities Specialists, and the Advisory Committee for Persons with Disabilities (ACPD).

The City Clerk's Office will continue to learn, develop, and adjust the Accessible Election Plan 2022 in order to meet the needs of persons with disabilities. This Plan will be reviewed and updated as new opportunities are identified or become available.

ACPD CONSULTATION



KEY AREAS OF FOCUS IN THE ELECTIONS PROCESS

To prevent and address accessibility barriers for the 2022 municipal election, and to parallel the strategic goals outlined in the City's Multi-year Accessibility Plan, the following key areas were identified and focused on throughout the election planning process:

- a) Elections Communication and Information
- b) Voting Places
- c) Voting Methods
- d) Recruitment, Selection and Training of Election workers
- e) Assistance for Candidates

Based on these areas of focus, specific initiatives were undertaken by the Elections team in support of greater accessibility for electors.

Elections Communication and Information

Initiative 1: Provide an informative and accessible election website.

Initiative 2: Provide election information in alternative formats and through multiple channels

Highlights:

- Introduction of dedicated email and phone line
- Virtual Agent & Voice Assistant
- Identification of enhanced poll locations
- Elections Webpage redesign
- Ambassador Program
- Outreach
- Resource Development

Voting Places

- Initiative 1: Ensure all Voting Places are accessible to voters with disabilities
- Initiative 2: Ensure all Voting Place access routes and entrances are clearly identified
- Initiative 3: Ensure all Voting Place owners and managers are aware of accessibility requirements
- Initiative 4: Provide a system to deal with accessibility issues, concerns or complaints
- Initiative 5: Provide information on the accessibility features available at each Voting Place

Highlights:

- Poll Assessment
- Training
- Signage
- Additional Staff at polls
- Dedicated Email, leveraging existing processes

Voting Methods:

Initiative 1: Provide accessible voting opportunities

Initiative 2: Provide voting opportunities in institutions and long-term care facilities and for underserved communities

Initiative 3: Provide assistance to voters with disabilities as requested

Initiative 4: Provide instructions on the use of accessible voting equipment

Highlights:

- Vote by Mail
- Accessible Equipment
- Additional Staff
- Special Advance Polls & Ballot on Demand
- DARTS front of the line
- Communication & Videos

Recruitment, Selection and Training of Election Workers

Initiative 1: Provide accessibility training to all workers who participate in the election

Initiative 2: Ensure the recruitment process for applicants is accessible

Highlights:

- Addition of training on Accessibility and Diversity
- Accommodations were provided for employees at request in poll locations, and in the recruitment process

Assistance for Candidates

Initiative 1: Provide candidates with access to information in alternative and accessible formats

Highlights:

- Electronic Voters List
- Virtual candidate information sessions
- Guides and resources provided in alternate formats
- Meetings held with Candidates and the Clerk

OPPORTUNITIES

- Investigate additional and updated accessible voting equipment for use at the polls.
- Enhance voting location assessment to include a greater focus on flow of the polling station, Wi-Fi connectivity, sensory concerns, and access to the polling station in advance to ease anxiety by elections employees.
- Develop a plan to introduce online and telephone voting for the 2026 Municipal Election.
- Investigate the potential to add additional accessible resources at all poll locations, including Braille overlay and large-print ballots.
- Provide electors with additional information on features of voting locations in advance of voting days to ensure that electors are familiar with the layout and potential barriers of a polling location.
- Further enhance training, engaging with additional persons with lived experience in the development of training.

OPPORTUNITIES CONT.

- Work with the Province to align practices and resources in voting accessibility.
- Develop an Elections Accessibility Working Group to provide guidance and advice for the administration of the 2026 Municipal Election.

Hamilton Accessibility Award

WHY?

- Not finding progress in accessibility
- Highlight who is making the effort, champions

February 2022

ACPD requested Council to consider the establishment of an Accessibility Award Program for City of Hamilton individuals, businesses and organizations that have made a significant contribution beyond legislative requirements, towards improving access for persons with disabilities in Hamilton.

WHAT?

Draft Statement

“This Award celebrates the outstanding achievements by individuals, businesses, community organizations and groups to improving awareness and understanding of accessibility and inclusion throughout the City of Hamilton. We highlight and recognize the significant contributions in making Hamilton the best place to live, work and play together and encourage others to try new ideas”.

- Type: Certificate
- Design: RFP to community for design
- Budget: Honorarium to be paid for winning design

WHO?

Four Categories:

- ✓ Community Member
- ✓ Youth Community Member (29 years of age or less)
- ✓ Local Business
- ✓ Community Organization

Eligibility

Resident, organization or business based in the City of Hamilton

The achievement should reflect the nominee's positive impact on accessibility in the City of Hamilton

The selection will be based on the information submitted with the nomination form. Additional information, such as testimonials, videos, pictures, list of additional nominators will be considered

The nominee must provide their express consent to the nominator as part nomination submission

HOW?

Selection Criteria (Contributions Made in the Following Areas)

The selection committee will consider the degree to which an individual, business or community organization / group:

- Demonstrates innovation and creativity in preventing, identifying and/or removing barriers to accessibility
- Enhances / improves the quality of life for persons with disabilities
- Develops or delivers effective awareness about disability and accessibility barriers
- Provides exemplary accessible customer or client service or support
- Demonstrates a commitment to ensuring an inclusive and accessible environment for persons with disabilities
- Demonstrates a commitment to supporting, accommodating and retaining persons with disabilities in employment and volunteer opportunities

WHEN?

- Award will be presented annual at the Accessibility Fair
- Committee will work towards growing celebration, similar to the annual Seniors Year Award
- Annual Budget: \$3,000

NEXT STEPS

- General Issues Committee: June 14, 2023
 - Outreach Team will work on presentation to General Issues Committee
 - Draft the Staff Report to bring forward recommendations for Accessibility Awards, beginning 2024
- ACPD Staff Liaison will support Award program and administration once approved by Council

9.1(a)

Built Environment Working Group
Meeting Notes
February 7, 2023

Presentation: Jessica Bowen
Manager, Diversity and Inclusion
Human Resources, City of Hamilton
905-546-2424 ext. 5164

- No information on 2023 Facilities Renovation Projects...annual report forthcoming
- Barrier Free Design Guidelines still a “work in progress”
- Website Complaints process clearer.
- Preventive Maintenance of Facilities under AODA review
- Renovations at 100 King Street include: Accessible all-gender washrooms, accessible Service Counter accessible workspaces with adjustable desktops
- Gage Park Greenhouse renovations deemed AODA compliant (TBD after BEWG site visit)
- Street Furniture Design in consultation with BEWG to be undertaken.

9.1(a)

- Site visits by BEWG to 100 King and City housing Hamilton 500 McNab to be undertaken to assess accessibility.
- 2023 Facilities construction and renovations list to be provided when available.
- Staff still working on developing standards for sidewalk utility vault covers design.
- Discussion about making motions for staff follow up reports regarding items initially presented to staff, thereby staff will have Council direction to follow up at ACPD.
- Discussion about a culture change with staff so that “doing the right thing” (i.e. exceeding standards) rather than merely meeting AODA obligations
- Finalization of BEWG Outstanding Business List (OBL) to be handed off to Members of next term.

Advisory Committee for Persons with Disability**Built Environment Working Group****2018-2022 Term****Outstanding Business List**

- LRT Stop Design Guidelines
- City of Hamilton Built Environment Design Guidelines
- City Facility Accessible Washroom Audit
- Parkland furniture design
- Sidewalk design including “urban Braille” & Curb Cuts
- Sidewalk Accessibility re: On-street Patio Program
- Sidewalk Utility Vault concerns
- Sidewalk Snow Removal
- Annual Capital Projects List to aid in identifying projects for monitoring/inspection.
- Accessible Pedestrian Signal Placements
- Consultation with Heritage Advisory Committee re: Accessibility Guidelines in City Facilities
- Follow-up on Accessibility at:
 - Carlisle Library
 - Mountain Park Field House
 - Sir Wilfred Laurier Field House
 - HAAA Grounds
 - Lister Block
 - Battlefield Park
 - Gage Park Greenhouse
 - City Hall

9.1(b)

- Tour of Lister Bock re: previously noted deficiencies.
- Tour of 690 Stonechurch Rd. W. (City Housing Hamilton) re: previously noted deficiencies.
- Tour of 500 Macnab St. N. (City Housing Hamilton) to identify possible Accessibility issues.
- Tour of City offices 100 King St.
- Resolution of Work Plan (formerly known as Terms of Reference) still with Staff to be approved by Council.
- Beach Mat placements (1151 Beach Blvd Hamilton)
- Emergency Evacuation Plans for Paths of egress in City Facilities

Stonecutter's Credo

When nothing seems to help, I go and look at a stonecutter hammering away at his rock perhaps a hundred times without as much as a crack showing in it. Yet at the hundred and first blow it will split in two, and I know it was not that blow that did it, but all that had gone before.

-Jacob Riis

9.2(a)

Housing Issues Working Group Meeting Notes

February 21st, 2023

Virtual WebEx Meeting

10:00AM – 12:00PM

Those in attendance: Tom Manzuk, James Kemp

Also in attendance: Lina Khalil

Those Absent: Jayne Cardno, Lance Dingman

1. **Welcome**
2. **Approval of February 21st Agenda:** Agenda was approved with the removal of the housing guide review as there were only two of us.
3. **Approval of January 17th Meeting Notes:** Meeting notes were approved
4. **Outstanding Business List Review:** We reviewed the HWG OBL in preparation for handover. We reviewed last year's OBL and removed items completed or no longer deemed necessary, for example, we removed the RCF

9.2(a)

poster/placemat/fridge magnet, because we met with the RFPR and they have begun a program to bring connectivity to all RCFs. As our project was only meant as a stopgap until programs like this are in place, we decided to put our weight behind that project and will have the RFPR back to give us more detail. As it isn't currently underway, we did not put it on the OBL. We also attached the Council directive to Housing Services for the newly reformed HWG to approach them about our issues.

We then had a discussion about the past term and how the HWG has grown since the previous term and how we can assist the next group hit the ground running so to speak.

5. **Other Business:** There was no other business.
6. **Adjournment**

9.2(b)**Housing Working Group's
Final 2023 Outstanding Business List**

- 1. Accessible Housing Modifications and the Promotion of Universal Design.** We put through a motion regarding universal design in late 2020/early 2021. It was last reported that it would go before E&CS late 2021, but I have not been able to find out about it since then.

- 2. Social Housing Inventory, in particular, whether we have actually achieved 20% accessible housing.** We sent a number of invitations to Edward Johns and asked Council to have Housing Services come to speak to us about this. They directed Housing Services to attend a future meeting and speak to us about this and other things. We have yet to meet with them and I understand Edward Johns is no longer the director. I will attach the directive**.

- 3. Reviewing the Housing Application Forms and suggesting improvements to make them more accessible.** This was also on our list to discuss with Housing Services and has yet to be fulfilled.

9.2(b)

- 4. Review the Smoke Free Policy with CityHousing regarding Medical Marijuana and the use of it by persons with disabilities to alleviate their symptoms.** This issue requires a meeting with both CityHousing and Public Health. It was to discuss ways to ensure people that need to use marijuana in their home can do so while not risking their tenancy as well as not unduly inconveniencing neighbours. It is still pending.

- 5. Review the Transitional Housing Process when transferring from the hospital into other forms of housing. It is currently very confusing, convoluted and detrimental to the proper recovery of patients. We hope to have suggestions for improvement as soon as we can understand how it all works and who is in charge. When we have answers there, we would like to produce a transitional section of the housing guide providing help for those going through the process.** We have made no progress in this matter. COVID response made understanding this system nearly impossible. Hopefully the next term will have a more stable system to study. We have received responses on this matter before, but they were restricted to a loan program for home improvement. A former member needed to use this system during the

9.2(b)

height of COVID and was transferred to 21 separate locations, was exposed to COVID and labelled a problem patient when she complained about the treatment she and others received. Hopefully, the next term will have more success.

6. Review of the Residential Care Facility system and try to suggest improvements for the betterment of residents. We would also like to eventually produce a section of the housing guide for RCF residents. We met with the Roundtable For Poverty Reduction (RFPR), Hamilton Social Medicine Response Team (HAMSMaRT) and Licensing and By-Law regarding RCFs. We also studied the Schedule 20 sections that cover the operation of RCFs as well as heard life experience from an HWG member. We highlighted a number of issues that need addressing. Privacy, social assistance rates, recreation or training programs for development, access to technology and the internet, vehicle or protocol for eventually leaving the RCF system for those that are able to, training and quality of staffing, disparity between for-profit and not-for-profit RCF operators, residents leaving RCFs and living on the streets to receive all of their ODSP every month. We should continue to highlight issues and work with other groups to try and improve conditions.

9.2(b)

- 7. Review of CityHousing’s AODA related policies in order to highlight barriers in housing and seek solutions to address them. If we are successful, we plan to move on to other social housing providers.** We reviewed the document: “Unlocking the AODA” which was a guide put out in part by the provincial government to explain what a landlord was required to do to comply with the AODA. We identified 17 points of intersection between the AODA and housing. After reviewing that list with a representative from CityHousing, we narrowed it down to 14 issues and are currently compiling our findings for Council and CityHousing. Recommendations should be ready before changeover.
- 8. Creating relationships with other agencies and stakeholders involved in housing matters: We will continue to seek out other like-minded groups for the purposes of future collaborations or round tables.** We have created a number of relationships with other groups and recommend this committee continue to do so through the next term. Our continued attendance at National Alliance to Ending Homelessness is also in pursuit of this goal.*

9.2(b)

- 9. Social Assistance Allowance:** It was felt that, because rent is taking up so much of a monthly allowance, that it is best placed here. We will discuss next steps soon. We are working on a recommendation to Council regarding Deeply Affordable/Attainable rent as econoviction of people with disabilities on social assistance is increasing. It is a large barrier to safe and supportive housing and we are strongly advising that Council take steps to secure rental properties at an attainable rent (30% Income).
- 10. Review of the Accessible Housing Guide:** We will review the housing guide and make sure it is still current or suggest if an update is in order. We are currently reviewing the guide and will have recommendations on how to update and clarify the guide as well as add sections that are missing. It is unsure if we will finish before changeover.
- 11. Long Term Care Facilities:** It was suggested that even though LTCs are considered senior's facilities, there are a lot of people in them with accessibility issues and so we will begin to review the accessibility of them when we are able. We have made no progress on this issue. This issue was added after reports from a former member's experience at St. Joseph's Villa. In particular there is

9.2(b)

a lack of understanding on how to make things safe for the visually impaired; for example, they continuously change the layout and move furniture making it difficult to navigate their surroundings. Hopefully the next term will make some progress to this end.

*Due to the poor service and lack of video support at the 2022 Canadian Alliance to Ending Homelessness we have been promised a significant discount if we want to attend in 2023.

**City Clerk's Division

COUNCIL FOLLOW-UP NOTICE

TO: Edward John DATE: June 17, 2021

Director, Housing Services

Christine Weir

Administrative Assistant to Director of Housing Services

FROM: Alicia Davenport

Legislative Coordinator, Office of the City Clerk

SUBJECT: Invitation to the Director of Housing Services to Discuss Accessible

Housing Matters

9.2(b)

—
Please be advised that, at its meeting of June 9, 2021, Council approved Item 3(a) of General Issues Committee Report 21-012, which reads as follows:

3. Advisory Committee for Persons with Disabilities Report 21-005, May 11, 2021 (Item 10.1)

(a) Invitation to the Director of Housing Services to Discuss Accessible Housing Matters (Item 7.2(b))

WHEREAS, the Housing Issues Working Group of the Advisory

Committee for Persons with Disabilities will benefit from the expertise of

the Director of Housing Services, or their designate;

THEREFORE, BE IT RESOLVED:

(a) That the Director of Housing Services, or their designate, be

invited to attend a future meeting of the Housing Issues Working

Group of the Advisory Committee for Persons with Disabilities to

discuss accessible housing matters including, but not limited to,

the following:

9.2(b)

- (i) Reviewing and improving the Housing Application Process;
- (ii) Confirming that the City's goal of 20% accessible housing has been achieved and identification of the minimum criteria required to be considered accessible;

Council Follow-up Notice – Item 3(a) of General Issues Committee Report 21-012

Council Meeting Date: June 9, 2021

Page 2 of 2

- (iii) Information regarding the modular housing project, including its level of accessibility;
- (iv) The plan in place when there is a loss of accessible housing due to unforeseen circumstances, such as a building fire; and,
- (v) The measures that the City is taking to ensure that future social housing incorporates 20% accessibility during this housing crisis.

Please take the necessary steps to execute the direction of Council.

For your reference, the Housing Issues Working Group of the Advisory Committee for

9.2(b)

Persons with Disabilities meets virtually via Webex on the third Tuesday of every month, commencing at 10:00 a.m.

Kindly contact James Kemp, the Housing Issues Working Group Chair, as soon as possible to arrange your attendance at a future meeting of the Housing Issues Working Group that works with your schedule.

James can be contacted via email at: jamesmpkemp@hotmail.com

Thank you,

Alicia Davenport

Legislative Coordinator

☎ (905) 546-2424 ext. 2729

Cc: Lynn Martinello, Administrative Coordinator, Healthy & Safe Communities

Jessica Bowen, Supervisor, Diversity and Inclusion, Human Resources

Taline Morris, Administrative Assistant II, Talent & Diversity

James Kemp, Chair, Housing Issues Working Group

9.3(a)

Outreach Working Group Meeting Notes

March 6th, 2023

Virtual WebEx Meeting

4:00PM – 6:00PM

Those in attendance: Paula Kilburn, Patty Cameron, James Kemp, Aznive Mallett, Anthony Frisina

Also In Attendance: Jocelyn Strutt

Those Absent: Jayne Cardno, Tom Manzuk

Jocelyn was in charge of this meeting and as such I will provide a brief recap and then attach her notes.

We reviewed the requirements, judging criteria, make up of panel, award design and event planning. We also decided on a vision statement for the award. We will present our work at an upcoming ACPD meeting.

Accessibility Award

- Four Categories:

o Community Member

o Youth Community Member (29 years of age or less)

o Local Business

9.3(a)

o Community Organization

Award Eligibility

Eligibility Notes / Comments

Resident, organization or business based in the City of Hamilton

The achievement should reflect the nominee's positive impact on accessibility in the City of Hamilton

The selection will be based on the information submitted with the nomination form. Additional information, such as testimonials, videos, pictures, list of additional nominators will be considered.

The nominee must provide their express consent to the nominator as part nomination submission

Award Selection Criteria

Selection Criteria / Factors (contributions made in the following areas) Comments

The selection committee will consider the degree to which an individual, business or community organization / group:

- Demonstrates innovation and creativity in preventing,

9.3(a)

identifying and/or removing barriers to accessibility

- Enhances / improves the quality of life for persons with disabilities
- Develops or delivers effective awareness about disability and accessibility barriers
- Provides exemplary accessible customer or client service or support
- Demonstrates a commitment to ensuring an inclusive and accessible environment for persons with disabilities
- Demonstrates a commitment to supporting, accommodating and retaining persons with disabilities in employment and volunteer opportunities

Award

- Type: Certificate
- Design: RFP to community for design
- Budget: Honorarium to be paid for winning design

Celebration

- As part of the Accessibility Fair

9.3(a)

- Work towards growing celebration to become a more prominent celebration, similar to the Seniors Awards

Budget

- Need to estimate the cost based on initial start-up (award design) and implementation
 - o Award design (honorarium)
 - o Award design promotion
 - o Award printing
 - o Award promotion
 - o Event costs (room, food, beverages)
- \$3,000 based on municipal environmental scan

Award Statement

Feeling Purpose Meaning

Respect Raise awareness Dignity for persons with disabilities

Contributions Opportunity to highlight business and employers making a difference Independence

Celebration Civic-minded Community

Inclusivity Barrier Free Relate to COH Vision

Recognition Broaden community understanding Live life as you choose

9.3(a)

Opportunity Educate on accessibility needs

Level playing field Attitudinal adjustment

Intentional

Thrive

Why we are doing this

- Not finding progress in accessibility
- Highlight who is making the effort, champions

Wording for Award Vision

James:

This Award celebrates the outstanding achievements by individuals, businesses, community organizations and groups to improving awareness and understanding of accessibility and inclusion throughout the City of Hamilton. We highlight and recognize the significant contributions in making Hamilton the best place to live, work and play together and encourage others to try new ideas.

9.3(b)

**Outreach Working Group's
Accessibility Fair 2022 Final Report
November 15th, 2022**

Those in Attendance: Anthony Frisina, Patty Cameron, Paula Kilburn, James Kemp, Aznive Mallett, Tom Manzuk

Also in Attendance: Lina Khalil

Those Absent: Jayne Cardno

What Worked Well:

Networking and Communications: We were able to attract 32 different groups to attend (unfortunately, 6 cancelled at the last minute due to COVID) We enlisted vendor assistance for a number of stations as well. Website, social media and communications from multiple email sources with appropriate media packages was effective despite the late notice of the event and a number of participants said as much. Recommend following this policy for future events.

East Side Traffic Flow: The east side of the Forecourt saw heavy traffic and funneled people towards the HSR/DARTS station. This accounted for the majority of

9.3(b)

traffic through the event and more focus should be put here.

Wheelchair Repair Station: It was reported that Hauser's had excellent positioning and were able to perform several repairs as well as advertise their service.

Chair Wash Station: This was another popular station and had several visitors. Good placement made it very visible.

HSR/DARTS Station: This also saw a lot of traffic and was considered successful by all concerned. Motion stepping in and assisting at the last minute with equipment was extremely helpful. Strategic Youth Initiatives was able to step up and run the station for us. Placement at the end of the path was also helpful to direct traffic there.

Wool Bombing Display: This was also considered successful by the participant. The only reason they were positioned alone was due to other groups cancelling or not showing.

Website: This was very useful despite the fact that the limited version stripped us of some functionality. We saw 287 individual visitors with over 700 page views at the time of the event. Recommend building the site as early as possible and paying the full fee to ensure better accessibility and functionality. Members asked for us to post other items on the site not related to the event and

9.3(b)

we couldn't because the site was event specific. Also recommend making it an ACPD site to give us more flexibility in future.

What Didn't Work Well:

West Side Traffic Flow: The west side of the Forecourt received a fraction of the traffic flow the east side had. All events on this side suffered as a result. Should concentrate more attention on the east side or devise a better way to draw traffic over. Last minute cancellations and no shows removed the continuity of the layout.

Gaitway Neurophysio Station: Participants reported that the event was good and they had some people for their classes, but they were affected by the lack of traffic. There was also some miscommunications during the application process and they didn't require the space that they were provided. They didn't request a power supply as they should have and that caused a small issue which was addressed.

Steel City Wheelers Stage: This was very well run and the dancers were very good. They also suffered from the same traffic flow issues and had some security issues (people helping themselves to food and drink for the performers.) We will try to address these issues in future.

Volunteer Support: This became a problem at the last minute. The IMPACT Initiative promised us 50 bodies to

9.3(b)

assist us and then had to cancel most of them due to scheduling conflicts concerning exams. A call was put out at the last minute and we received some help from the Strategic Youth Initiative. Staff members also made extraordinary efforts that day to ensure its success. Effort should be made to try and diversify our volunteer sources to ensure this isn't a factor again. *I just want to note that we did receive assistance from the IMPACT Initiative in the form of a social media campaign during the month before the event.

Opening Address: Aznive Mallet and Mayor Eisenberger gave excellent speeches. Unfortunately, when we were setting up the PA system, we discovered a problem with stringing the power supply across the access ramp on the east side. The west side didn't have the larger crowd to have made this more successful. We will devise a way of stringing the power cables without affecting access for the next event.

Schedule: It was suggested that participants and visitors had little access to a schedule of events. It was posted on the website and sent to all participants via email, but this proved insufficient. We will explore putting it on signs and printing small handouts during the event.

Layout: We had to promise a certain amount of spacing between participants in an effort to alleviate concerns due to COVID. There was a small error in calculations when

9.3(b)

devising a grid map of the forecourt and tables were spaced too far apart to allow for easy communication between stations. We will improve for the next event.

Catering: We were to provide food and drink for the volunteers working the event. It was successful in that we got food and fed the volunteers. It was unsuccessful in that we had little controls and ended up feeding all the participants and some attendees. We will need to devise a more controlled manner for distribution in future and secure the area the food is held in.

What Didn't Work At All:

Advertising/Media Coverage: We received permissions to approach the media and advertise our event too late to be effective. We also had problems with the banner due to the election cycle and allowed vendors. We will make efforts to receive our permissions in a timely manner to address this issue. We will have to purchase a banner this year and make sure it is durable enough to last through multiple years as well as design it to be easily updated each year.

White Cane Event: This station saw almost no activity. It could be because it was isolated on the west side or for many other reasons. We will rethink a visual impairment station for next year.

9.3(b)**Additional Information:**

Total budget came to \$3240.

It was suggested that more collaboration is needed to ensure success. We will actively seek out partners.

CH News was in attendance, but they only shot B-roll as there was a lot to report. We should have access to this for next year.

Considering the limited amount of time to prepare, this event was considered fairly successful for an inaugural. We attracted a diverse group to represent as many disability related issues possible; we provided interactive experiences and got a chance to talk with like-minded people.

9.5(a)**Strategic Planning Working Group
Meeting Notes from March 23 2023**

Present: Paula, Patty, Jayne, Anthony, Tim, Mark, Aznive

1. Delegations were reviewed:

- Snow removal was on March 20 (Tim presented on behalf of AHA and Aznive presented-see below)
- Governance Subcommittee on March 27 (Kim and Aznive will represent ACPD, Anthony will represent Above and Beyond, Mark will represent AHA)
- Wheelchair/Scooters Safety April 3 (Paula and Aznive will represent ACPD) Tim reported this information is not collected by police. Jayne suggested we contact an investigative reporter who may help us with this information. She will contact him or give Aznive his contact information.
- Dillon Report Management Response April 3 (Tim, Anthony, James and Aznive will represent ACPD. We will need to coordinate what we say)
- Governance Audit and Finance and administration April 6 (Kim, Anthony, Mark and Aznive approved to represent ACPD)

2. Mark volunteered to present a motion at the April ACPD meeting to request Council to consider accessibility issues on all motions that go to Council.

9.5(a)

- 3.** Reminder for everyone to submit their thoughts on Visioning Planning a better/model transportation system for people with disabilities in Hamilton.

- 4.** Shahan has been asked to put on the TWG agenda a request to collect aggregate data on injuries to DARTS drivers when helping passengers with bags, carry-ons, and bundle buggies.

- 5.** There were no other businesses or items for discussion.

- 6.** Adjourned at 6:05 PM

Authority: Item 5.8(b), Council
Report (FSC21081(a))
CM: January 19, 2022
Ward: City Wide
Bill No. 019

CITY OF HAMILTON
BY-LAW NO. 22-019

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 May 1, 2023 with enforcement and complaints being administered under the current Codes of Conduct until April 30, 2023.

PASSED this 9th day of February, 2022.

F. Eisenberger
Mayor

A. Holland
City Clerk

Schedule 1

CITY OF HAMILTON
CODE OF CONDUCT FOR LOCAL BOARDS
(in effect on May 1, 2023)

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.

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;
- 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.
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.

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.

Commentary

This Code does not limit a person's right to participate fully in an electoral process so long as they do so without using their status as a Member of the local board for such purposes. For example, it would not be contrary to the Code for a person to:

- *Stand for Election;*
- *Contribute to an election campaign;*
- *In their own name, exhibit an intention to support one party or platform over another;*
- *While standing for election, indicate on their election material (without in any way suggesting endorsement) that they have served on a City of Hamilton local board amongst their other credentials and experiences.*

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.

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 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 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.

12.1

CITY OF HAMILTON

MOTION

**Advisory Committee for Persons with Disabilities:
April 11, 2023**

MOVED BY J. KEMP

SECONDED BY

Invitation to a Representative of the Canadian Housing Evidence Collaborative, McMaster University, to Attend a Meeting of the Advisory Committee for Persons with Disabilities’ Housing Issues Working Group to Discuss their Report “Toward a Sustainable Housing System in Hamilton: Framing the Issues”

WHEREAS, the Advisory Committee for Persons with Disabilities’ (ACPD) Housing Issues Working Group (HWG) is mandated to advise Council on removing and preventing new barriers in housing for persons with disabilities, highlight deficiencies, seek solutions and anticipate accessible housing needs for the future;

WHEREAS, the HWG is currently working on recommendations regarding affordable/attainable housing and more accurately highlighting the barriers that not

12.1

having enough affordable housing creates for persons with disabilities;

WHEREAS, on March 9th, 2023, Steve Pomeroy from the Canadian Housing Evidence Collaborative (CHEC), McMaster University, presented a report to the General Issues Committee entitled, “Toward a Sustainable Housing System in Hamilton: Framing the Issues” that contains important information that is directly related to the HWG’s current work; and

WHEREAS, inviting Steve Pomeroy or a representative from the CHEC to attend an upcoming HWG meeting would greatly improve members’ understanding of the complexities around these issues enabling the HWG to provide more comprehensive recommendations and advise Council more thoroughly.

THEREFORE, BE IT RESOLVED:

That a representative from the Canadian Housing Evidence Collaborative (CHEC) be invited to attend a future meeting of the Advisory Committee for Persons with Disabilities’ Housing Issue Working Group to discuss their report “Toward a Sustainable Housing System in Hamilton: Framing the Issues”.

12.2

CITY OF HAMILTON

M O T I O N

**Advisory Committee for Persons with Disabilities:
April 11, 2023**

MOVED BY A. MALLET.....

SECONDED BY.....

Invitation to a Planning and Economic Development Staff to Attend a Meeting of the Advisory Committee for Persons with Disabilities’, Strategic Planning Working Group, for an Update Respecting the E-Scooter Pilot Program

That Planning and Economic Development staff be invited to attend a future meeting of the Advisory Committee for Persons with Disabilities’, Strategic Planning Working Group, to provide an update respecting the E-Scooter Pilot Program.