



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

**Meeting #:** 24-002  
**Date:** February 13, 2024  
**Time:** 4:00 p.m.  
**Location:** Room 192, 1st Floor (hybrid) (RM)  
71 Main Street West

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

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**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 January 9, 2024

3

**5. COMMUNICATIONS**

**6. DELEGATION REQUESTS**

**7. DELEGATIONS**

**8. STAFF PRESENTATIONS**

8.1	Accessible Transportation Services Performance Review - Q4, 2023	11
8.2	Accessible Transportation Services Road Map	33
<b>9.</b>	<b>CONSENT ITEMS</b>	
9.1	Safety Concerns respecting City Hall Stairs (no copy)	
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<b>11.</b>	<b>DISCUSSION ITEMS</b>	
11.1	Accessibility Committee for Persons with Disabilities - Terms of Reference	49
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<b>12.</b>	<b>MOTIONS</b>	
<b>13.</b>	<b>NOTICES OF MOTION</b>	
<b>14.</b>	<b>GENERAL INFORMATION / OTHER BUSINESS</b>	
<b>15.</b>	<b>PRIVATE AND CONFIDENTIAL</b>	
<b>16.</b>	<b>ADJOURNMENT</b>	



Hamilton

**ADVISORY COMMITTEE FOR PERSONS WITH  
DISABILITIES**

**MINUTES 24-001**

4:00 p.m.

Tuesday, January 9, 2024

Room 264, 2nd Floor Hamilton City Hall

71 Main Street West

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**Present:** Councillor M. Tadeson, J. Kemp (Chair),  
P. Kilburn (Vice Chair), H. Bonefant,  
L. Dingman, A. Frisina, C. Hernould,  
L. Janosi, L. Johanson, H. Kaur, J. Maurice,  
M. McNeil, T. Murphy, K. Nolan, T. Nolan,  
M. Opoku-Forieh, R. Westbrook

**Absent**

**with Regrets:** B. Cullimore and S. Dunford

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

- 1. APPOINTMENT OF COMMITTEE CHAIR AND VICE  
CHAIR (Item 1)**

**(Dingman/Janosi)**

- (a) That James Kemp be appointed as Chair of the Advisory Committee for Persons with Disabilities for 2024.

**CARRIED****(McNeil/Dingman)**

- (b) That Paula Kilburn be appointed as Vice Chair of the Advisory Committee for Persons with Disabilities for 2024.

**CARRIED**

**2. Changing the Name of the Advisory Committee for Persons with Disabilities (ACPD) to Accessibility Committee for Persons with Disabilities (ACPD) (Item 12.1)**

**(Kemp/McNeil)**

WHEREAS, the Advisory Committee for Persons with Disabilities (ACPD) is mandated under the *Accessibility for Ontarians with Disabilities Act* (AODA) and is a Sub-Committee of Council reporting to the General Issues Committee;

WHEREAS, the AODA requires municipalities having a population of not less than 10,000 to establish an accessibility advisory committee, but provides no direction or requirement for it to be named an "Accessibility Advisory Committee";

WHEREAS, removing the word “Advisory” and replacing it with “Accessibility” will provide clarity on the status of ACPD as a Sub-Committee of Council.

THEREFORE, BE IT RESOLVED:

That the Advisory Committee for Persons with Disabilities be renamed the Accessibility Committee for Persons with Disabilities.

**CARRIED**

**FOR INFORMATION:**

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

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

**CHANGES TO THE ORDER OF ITEMS:**

That Item 11.1 respecting the Board of Health Governance and the Needs of Persons with Disabilities in Hamilton, be considered immediately following the Approval of the Minutes of the Previous Meeting (Item 4.1).

**(Janosi/McNeil)**

That the Agenda for the January 9, 2024, 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) December 12, 2023 (Item 4.1)****(Dingman/Kilburn)**

That the December 12, 2023, minutes of the Advisory Committee for Persons with Disabilities meeting, be approved, as presented.

**CARRIED**

**(d) DISCUSSION ITEMS (Item 11)****(i) Board of Health Governance and the Needs of Persons with Disabilities in Hamilton (no copy)**

Dr. Elizabeth Richardson, Medical Officer of Health, addressed Committee respecting the Board of Health Governance and the Needs of Persons with Disabilities in Hamilton.

**(McNeil/Kilburn)**

That the presentation from Dr. Richardson, Medical Officer of Health, respecting the Board of Health Governance and the Needs of Persons with Disabilities, be received.

**CARRIED**

**(e) PRESENTATIONS (Item 8)****(i) HSR's E-Paper/Digital Display Pilot (Item 8.1)**

Andre Zavaglia, Senior Project Manager, Transit Business Support, and Lorenzo Somma, Consultant, addressed Committee respecting HSR's E-Paper/Digital Display Pilot, with the aid of a PowerPoint presentation.

**(Murphy/McNeil)**

That the presentation from Andre Zavaglia, Senior Project Manager, Transit Business Support, and Lorenzo Somma, Consultant, respecting HSR's E-Paper/Digital Display Pilot, be received.

**CARRIED****(e) CONSENT ITEMS (Item 9)****(Tadeson/Kilburn)**

(i) That the following Consent Items, be received:

(1) Built Environment Working Group Update  
(Item 9.1)

(a) Built Environment Working Group - Final  
Outstanding Business List - December  
2023 (Item 9.1(a))

(b) Built Environment Working Group Meeting  
Notes – December 5, 2023 (Item 9.1(b))

- (2) Housing Issues Working Group Update (Item 9.2)
  - (a) Housing Issues Working Group Meeting Notes – November 21, 2023 (Item 9.2(a))
- (3) Outreach Working Group Update (Item 9.3)
  - (a) Outreach Working Group Meetings Notes – November 21, 2023 (Item 9.3(a))
- (4) Transportation Working Group Update (Item 9.4)
  - (a) Transportation Working Group Meeting Notes – November 28, 2023 (Item 9.4(a))
- (5) Strategic Planning Working Group Update (no copy) (Item 9.5)
- (6) Accessible Open Spaces and Parkland Working Group Update (no copy) (Item 9.6)

**CARRIED**

**(g) MOTIONS (Item 12)**

J. Kemp relinquished the Chair to P. Kilburn in order to introduce the following Motion:

**(i) Changing the Name of the Advisory Committee**



**for Persons with Disabilities (ACPD) to  
Accessibility Committee for Persons with  
Disabilities (ACPD) (Item 12.1)**

For disposition of this matter, refer to Item 2.

J. Kemp assumed the Chair.

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

**(Murphy/McNeil)**

That there being no further business, the Advisory  
Committee for Persons with Disabilities, be adjourned at  
5:46 p.m.

**CARRIED**

Respectfully submitted,

James Kemp, Chair  
Advisory Committee for  
Persons with Disabilities

Carrie McIntosh  
Legislative Coordinator  
Office of the City Clerk



City of Hamilton  
Accessible Transportation Services Performance Review  
Q4 2023

Michelle Martin  
Manager, Accessible Transportation Services  
Transit Division  
Public Works Department  
February 13, 2024

This information report provides a summary of key statistical data and performance indicators for Q4 of 2024 (October to December). The City is obligated to provide statistical reports to the Advisory Committee for Persons with Disabilities (ACPD) to meet the terms of the City's 2004 settlement with the Ontario Human Rights Commission (OHRC) and complainants under the Code.

The report reflects the performance of specialized transportation offered by HSR Accessible Transportation Services (ATS) through its contractor for services, Disabled and Aged Regional Transportation System (DARTS) and their subcontractors, and through the ATS Taxi Scrip program. The data was obtained from DARTS performance report records, ATS contact reports, and ATS Taxi Scrip program data.

## TRIPS REQUESTED AND PROVIDED

**Table 1: System Requested and Delivered Passengers Q1 to Q4 2023**

DEMAND	Q1 2023	Q2 2023	Q3 2023	Q4 2023	YTD 2023
<b>DARTS: Number of Total Trips Requested</b>	192,077	195,723	193,981	203,472	785,253
<b>DARTS: Number of Total Trips Delivered</b>	125,547	134,405	130,501	140,759	531,212
<b>TAXI SCRIP: Number of Total Trips Delivered</b>	8,233	7,965	8,606	8,182	32,986
<b>ATS: Number of Total Trips Requested, All Modes</b>	200,310	203,688	202,587	211,654	818,239
<b>ATS: Number of Total Trips Delivered, All Modes</b>	133,780	142,370	139,107	148,941	564,198
<b>ATS % Of Total Trips Delivered vs. Requested, All Modes</b>	<b>67%</b>	<b>70%</b>	<b>69%</b>	<b>70%</b>	<b>69%</b>

**Table 2: System Demand by Mode: DARTS vs. Taxi Scrip**

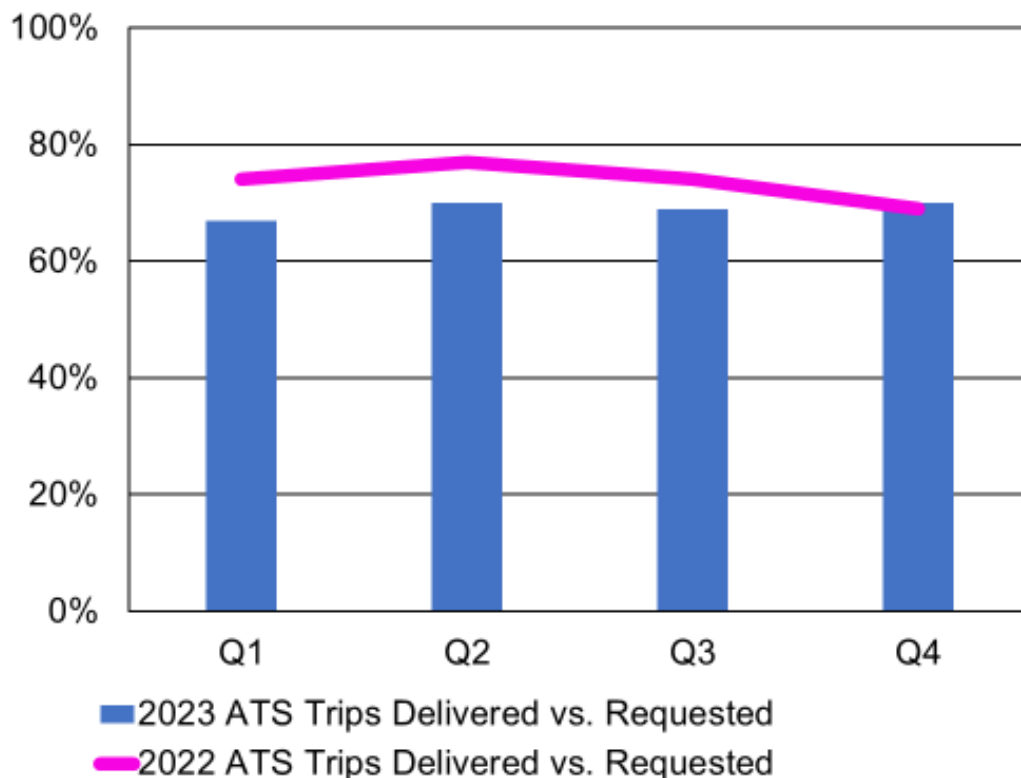
DEMAND BY MODE	Q1 2023 %	Q2 2023 %	Q3 2023 %	Q4 2023 %	YTD 2023 %
<b>DARTS</b>	96%	96%	96%	96.1%	96.0%
<b>TAXI SCRIP</b>	4%	4%	4%	3.9%	4.0%
<b>ATS: All Modes</b>	100%	100%	100%	100.0%	100.0%

In Q4 2023, ATS delivered a total of 148,941 trips through both DARTS and the Taxi Scrip program.

Demand for specialized trips on DARTS remains the main driver of trips requested and delivered. Taxi Scrip continues to account for just 4% of system trips requested, and 96% of trips requested are for DARTS to date in 2023 (Table 2, above). The total number of requested trips includes client cancellations and no shows. Note: ATS increased the Taxi Scrip program discount from 40% to 60%, effective May 2023 and continuing to August 2023. This did not result in an increase in the number of trips taken that are paid for with Taxi Scrip coupons. The percentage of trips taken through the Taxi

Scrip program is lower than 2022, when it was approximately 6%. For Q4 of 2023, DARTS completed trip counts are at approximately 63% of 2019 numbers for the same period (pre-COVID), and at approximately 92% of budgeted service up to end of Q4.

### FIGURE 1: DEMAND: COUNT OF ATS TRIPS DELIVERED vs REQUESTED, ALL MODES



**Figure 1: Demand: Count of ATS Trips Delivered versus Requested, All Modes**

Alternate text for Figure 1: The graph in Figure 1 (above) compares total ATS trips requested to total number of ATS trips delivered for both DARTS and Taxi Scrip (i.e., all modes). The blue vertical columns show the percentage of trips provided out of the total number of trips requested up to the end of 2023. The pink line graph above the column shows the trend across all of 2022. In 2023, the percentage of requested trips delivered has generally been lower than any quarter in 2022, except for Q4, when it was slightly higher than for 2022. The total number of requested trips also includes trips booked but not taken, i.e., cancelled trips and passenger no show trips (see also Table 1, above).

### RATE OF DENIED SYSTEM TRIPS

**Table 3: Rate of Denied Trips: ATS All Modes**

Rate of Denied Trips: ATS All Modes	Q1 2023	Q2 2023	Q3 2023	Q4 2023	YTD 2023
ATS Total Number of Trips Requested	200,310	203,688	202,587	211,654	818,239
ATS Total Number of Trips Denied	8,754	5,305	4,087	3,074	21,220
% of Trips Denied	4.4%	2.6%	2.0%	1.5%	2.6%

System trip denial rates remain below the 5% goal established by the City's 2004 settlement with the OHRC, which includes Taxi Scrip trips for the purpose of calculating the trip denial rate. The industry best practice is 0% (Canadian Urban Transit Association (CUTA) Specialized Transit Services Industry Practices Review, 2016). Table 3 (above) shows that the system denial rate remains within the OHRC standard and has decreased from Q1, and has decreased to 1.5% in Q4, though the overall denial rate for 2023 sits at 1% higher than overall denial rate for 2022 and is driven by increased DARTS trip denials by (see Table 4, below).

## SPECIALIZED TRANSPORTATION TRIP DISPOSITION

**Table 4: Contractor (DARTS) Trip Dispositions**

<b>Contractor Trip Dispositions</b>	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>YTD 2023</b>
Total Trips Requested	192,077	195,723	193,981	203,472	785,253
Total Trips Provided	125,547	134,405	130,501	140,759	531,212
Total Trips Denied	8,754	5,305	4,087	3,074	21,220
<b>% of Total Trips Denied</b>	<b>4.6%</b>	<b>2.7%</b>	<b>2.1%</b>	<b>1.5%</b>	<b>2.7%</b>

### Contractor Denied Trip

A denied trip by the contractor occurs when the client's request, made within the allowable booking windows, cannot be agreed to within one hour of the requested date and time of travel, or an acceptable alternative cannot be found (see Appendix 1, below). On-time performance impacts trip denial rates: a trip that is missed and then rebooked due to a projected late arrival is counted as a denied trip.

### Contractor Call Centre

**Table 5: Contractor (DARTS) Call Centre Queue Productivity**

<b>Queue Productivity</b>	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>YTD 2023</b>
Inbound Calls	111,404	111,504	109,829	106,807	439,544
Calls Handled by Agents	76,284	83,290	80,380	85,347	325,301
Calls Abandoned by Clients	35,120	28,214	29,449	21,460	114,243
<b>Transfer Rate</b>	<b>68.5%</b>	<b>74.7%</b>	<b>73.2%</b>	<b>79.9%</b>	<b>74.01%</b>
<b>Abandoned Rate</b>	<b>31.5%</b>	<b>25.3%</b>	<b>26.8%</b>	<b>20.1%</b>	<b>25.99%</b>
Abandoned > 30 Seconds	30,230	23,677	25,008	17,521	96,436
<b>Abandoned &gt; 30 Seconds Rate</b>	<b>27.1%</b>	<b>21.2%</b>	<b>22.8%</b>	<b>16.4%</b>	<b>21.94%</b>
<b>Service Level</b>	<b>48.94%</b>	<b>52.21%</b>	<b>53.00%</b>	<b>62.20%</b>	<b>54.09%</b>
Minimum Wait Time	00:00:00	00:00:00	00:00:00	00:00:00	0:00:00
Maximum Wait Time	04:50:18	04:18:00	06:00:55	06:00:07	5:17:20
Average Wait Time	00:07:08	00:06:40	00:06:45	00:05:21	0:06:29
Average Abandoned Wait Time	00:04:05	00:03:36	00:03:53	00:03:29	0:03:46

In response to ACPD feedback following the final 2022 ATS Performance Report, ATS requested DARTS provide call centre data (Table 5, above) to capture concerns about calls abandoned by clients who are attempting to book trips, which would not be captured in the trip denial rate in Table 3. Please note, there is a correction made to the Abandoned Rate previously reported for Q3 2023, from 26.9% to 26.8%. The service level, which is calculated using the number of calls that are abandoned

after the acceptable wait time of five minutes, has improved to 62% at the end of December 2023. It should be noted that the above call centre data also indicates some clients may be having difficulty calling in to cancel trips in a timely manner (see Table 6, below). Additionally, ATS has asked DARTS to investigate the maximum wait times to determine if a system glitch or reservationist error is resulting in skewed data. Call Centre terms are defined in Appendix 1 to this report.

**Table 6: Client Trip Disposition - DARTS**

<b>Client Trip Disposition</b>	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>YTD 2023</b>
Total Trips Cancelled On Time	27,257	26,583	28,811	27,003	109,654
<b>% of Total Trips Cancelled on Time</b>	<b>14.2%</b>	<b>13.6%</b>	<b>14.9%</b>	<b>13.3%</b>	<b>14.0%</b>
Total Trips Cancelled Late	24,481	22,937	23,460	25,177	96,055
<b>% of Total Trips Cancelled Late</b>	<b>12.7%</b>	<b>11.7%</b>	<b>12.1%</b>	<b>12.4%</b>	<b>12.2%</b>
Total No Show/Cancelled at Door	5,900	6,397	7,047	7,274	26,618
<b>% of Total No Show/Cancelled at Door</b>	<b>3.1%</b>	<b>3.3%</b>	<b>3.6%</b>	<b>3.6%</b>	<b>3.4%</b>
Total Trips Refused	138	96	75	185	494
<b>% of Total Trips Refused</b>	<b>0.1%</b>	<b>0.05%</b>	<b>&lt;0.1%</b>	<b>0.1%</b>	<b>0.1%</b>

### **Client Trip Cancelled On Time**

A trip cancelled on time has been cancelled by the client by 4:30 PM of the day prior to service. Trips that are cancelled on time provide the opportunity to accommodate any outstanding trip requests or wait list trips in a timely manner.

Table 6 (above) on-time cancellations has decreased to 13.3% of trips requested on DARTS at the end of Q4 2023. The average on-time cancellation reported by CUTA in 2016 is 20.76% for large systems (agencies that serve a population higher than 150,000) (CUTA Specialized Transit Services Industry Practices Review, 2016), while the industry best practice is an on-time cancellation rate of no more than 10%.

### **Client Trip Cancelled Late**

A late cancellation is one that is made after 4:30 p.m. of the day prior to service, and prior to vehicle arrival within the pickup window and/or within thirty minutes after the negotiated pickup time. Late cancellations rarely provide opportunity to accommodate any outstanding trip requests or wait list trips in a timely manner. Table 6 shows the late cancellation rate currently sits at 12.4% at the end of Q4 2023. Late cancellations reduce the opportunity to re-allocate unused trips to other passengers.

### **Client No-Show/ Cancelled at Door**

A “no show” trip occurs when a client books a trip, does not cancel ahead of time, and is not available at the time that the vehicle arrives within the pickup window and/or within thirty minutes after the negotiated pickup time. This includes any occurrence of trips “cancelled at door”, where the client refuses a trip at the door that is within the pickup window and/ or within thirty minutes after the negotiated pickup time. No shows leave no opportunity to accommodate any outstanding trip request or wait list trips. Table 6 shows the no-show rate sits at 3.4% of requested DARTS trips year to date Q4 2023. This is down slightly from 3.5% for 2022 and still lower than the 2016 average of 3.68% for larger systems reported by CUTA, but it exceeds the industry best practice of less than 1%. No

shows result in both lost revenue and lost service efficiency (CUTA Specialized Transit Services Industry Practices Review, 2016).

HSR is currently working with the contractor for specialized transit, DARTS, and the software provider, Trapeze, to install an updated service infraction application to track late cancellations and no shows according to the points system outlined in PW21055(a). User acceptance testing with ATS staff has been completed and final installation is imminent. ATS will provide general communication well ahead of implementing the updated late cancellation and no-show policy received by Public Works Committee in 2022 (PW21055(a)). Please note there are circumstances in which ATS would not apply any penalty for a late cancellation or no show. These include illness or hospitalization, or an investigation result showing that DARTS was in error.

### **Client Refused Trip**

A refused trip occurs when a client does not accept the travel times provided at the time of booking. The refused trip rate continues to be extremely low, at only 0.1% at the end of Q4.

### **DARTS ON-TIME PERFORMANCE**

The City's 2004 settlement with the OHRC defines late trips as those where the contractor or subcontractor Operator does not arrive until 30 minutes or more after the scheduled arrival time and established an on-time performance goal of 95% or greater. The industry standard for on time performance is 95%-99% for large systems (agencies that serve a population higher than 150,000) (CUTA Specialized Transit Services Industry Practices Review, 2016).

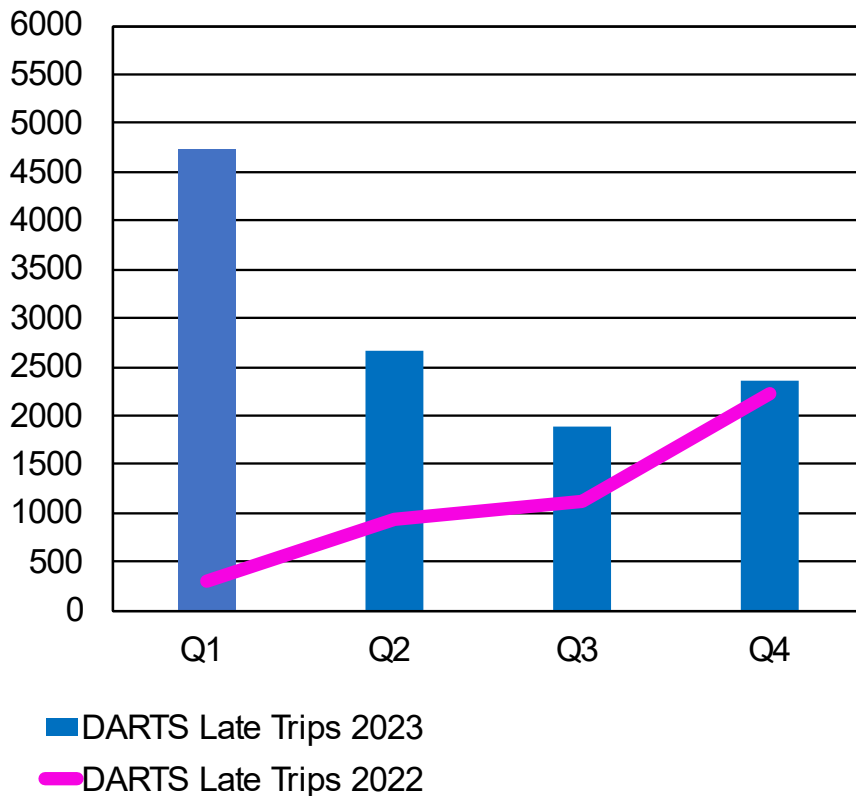
In 2022, at 99%, on-time performance was consistently better than the target established in the OHRC settlement agreement and sat at the upper end of the industry benchmark. As shown in Table 7 (below), on time performance has improved since Q1 and is still within the 2004 OHRC guideline, but still slightly lower than in 2022, at 97.8% year to date. As noted above, DARTS has reported some reasons to be beyond its control: increased employee absences including Operators, and in Reservations, Maintenance and Dispatch; and DARTS vehicles out of service awaiting parts for repair, due in part to supply chain issues. ATS expects to see the trend of improvement continue as new vehicles continue to be brought into service.

**Table 7: Contractor (DARTS) On-Time Performance**

<b>Service Metrics</b>	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>YTD 2023</b>
<b>Total Trips Provided</b>	125,547	134,405	130,501	140,759	531,212
<b>Total Number of Late Trips</b>	4,726	2,656	1,895	2,366	11,643
<b>% of Trips Completed on Time</b>	96.2%	98.0%	98.5%	98.3%	97.8%



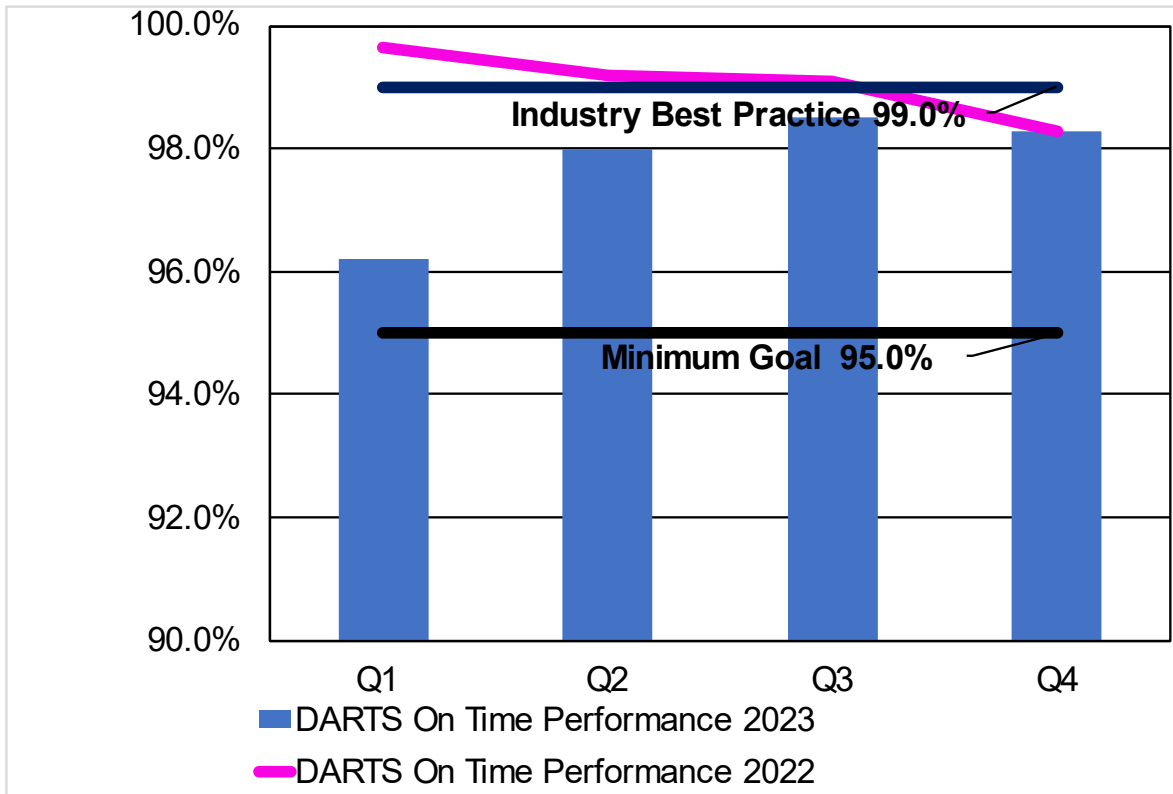
**FIGURE 2: DARTS LATE TRIPS**



**Figure 2: DARTS Late Trips**

Alternate text for Figure 2: In Figure 2 (above), the vertical blue columns show the number of late trips to date in 2023, compared to the trend across each quarter in 2022. At 2,366, the number of late trips has increased from Q3 and is slightly higher than the number reported in Q4 of 2022 (see also Table 7, above).

**FIGURE 3: DARTS ON TIME PERFORMANCE**



**Figure 3: DARTS On Time Performance**

Alternate text for Figure 3: Figure 3 (above) graphs DARTS on-time performance. The solid pink line shows the DARTS on-time performance trend across all quarters of 2022. The black line at the 99% level illustrates the industry best practice, and the black line at the 95% level shows the goal as directed by the OHRC in 2004. The pink line shows a decrease in DARTS on-time performance from Q1 to Q4 of 2022 dropping to just over 98%. The vertical blue bars show that on-time performance in Q2 to Q4 of 2023 hovers at around 98%, or 3% above the OHRC goal of 95% but still slightly below the industry standard of 99% (see also Table 7, above).

**COMPLAINTS**

**Table 8: Complaints per Thousand Trips**

Year	Complaints per Thousand ATS Trips, All Modes	ATS and DARTS Complaints per Thousand DARTS Trips
2023 Q1	8.8	9.3
2023 Q2	9.0	9.5
2023 Q3	7.3	7.7
2023 Q4	4.3	4.5
YTD 2023	7.3	7.7

Complaints are those customer contacts in which a customer submits an objection to the planning or provision of service. Complaints per thousand are shown in Table 8, above. The first column uses the

total number of ATS trips provided (where complaints about Taxi Scrip have been included). In 2023, there were 31 Taxi Scrip complaints, with no Taxi Scrip complaints in Q4. The second column uses the total number of DARTS trips provided and does not include complaints about Taxi Scrip. Please note, there has been a correction made to values previously reported for Q2 2023 the rate of complaints from 8.0 to 9.0 (see also correction to overall count, below), and a slight correction for Q3 of 2023 from 7.1 to 7.3.

The industry best practice is 1.0 complaints per 1,000 trips. The 2016 CUTA average for large systems is 2.1 complaints per 1,000 trips. The year-to-date 2023 complaint level per thousand DARTS trips improved in Q4 to less than half the Q1 rate, but the rate for all of 2023 was almost eight times the industry best practice (1:1,000) and a little over three times the 2016 CUTA average (CUTA Specialized Transit Services Industry Practices Review, 2016).

**Table 9: Total Complaints Received by Complaint Type: ATS and DARTS**

<b>Complaint Type</b>	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>YTD 2023</b>
<b>Service Performance</b>	991	1,005	707	463	3166
<b>Staff Performance</b>	125	132	134	116	507
<b>Service Sufficiency</b>	64	150	175	57	446
<b>TOTAL</b>	1,180	1,287	1,016	636	4,119

Table 9 (above) breaks down the number of complaints based on three general categories:

- Service performance – categories of complaint where the service as performed did not meet expectations, including but not limited to complaints about pickup/ drop off outside of window; call return wait time; address, date or time errors; missed trip; or scheduled on board time. Most complaints are in this category.
- Staff performance – categories of complaint where staff conduct did not meet expectations, including but not limited to complaints about staff conduct or driving habits. This is the second most frequent category of complaint.
- Service sufficiency – categories of complaint where the service was insufficient to meet reported customer needs, including but not limited to complaints about subscription trips or waiting lists. Taxi Scrip complaints are captured in this category. This is the least frequent category of complaint.

Please note a correction to the total number of complaints previously reported for Q2 of 2023, from 1,137 to 1,287. In Table 9, total complaints include all complaints received, including complaints that were found “not valid” following investigation. Complaints about late trips continue to drive total complaints received, with 36% of Q4 complaints classified as “pickup/ drop off outside of window”.

**COMMENDATIONS**

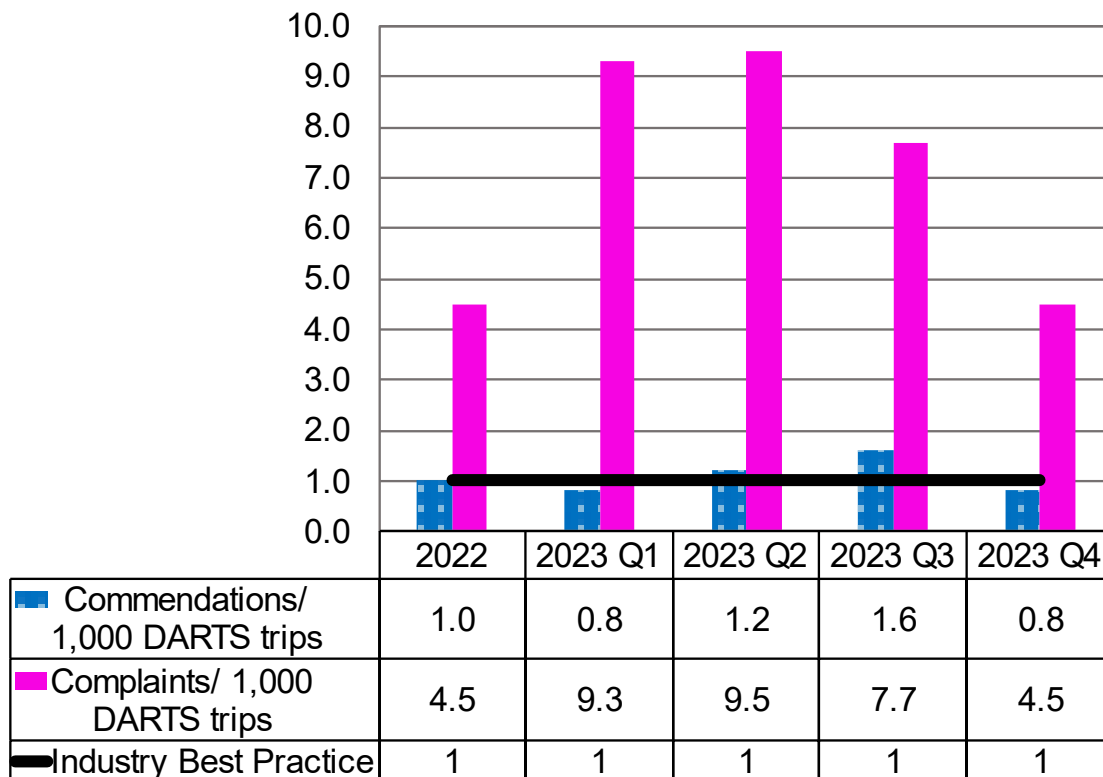
**Table 10: Commendations per Thousand Trips**

Year	Commendations per Thousand ATS Trips, All Modes	ATS and DARTS Commendations per Thousand DARTS Trips
Q1 2023	0.8	0.8
Q2 2023	1.1	1.2
Q3 2023	1.5	1.6
Q4 2023	0.8	0.8
YTD 2023	1.0	1.1

Table 10 (above) shows the number of commendations per thousand ATS system trips (including Taxi Scrip trips) and per thousand DARTS trips. It should be noted ATS does not typically receive commendations about Taxi Scrip service, and none were received in 2023. The above commendations include commendations for both DARTS and ATS staff.

The industry best practice is 1 commendation per 1,000 trips. The 2016 CUTA average for large system is 0.36 commendations per 1,000 trips. Commendations for all of 2023 sit just slightly higher than the industry best practice of 1 commendation per thousand trips, and above the 2016 CUTA average (CUTA Specialized Transit Services Industry Practices Review, 2016).

**FIGURE 4: ATS AND DARTS COMMENDATIONS AND COMPLAINTS PER THOUSAND DARTS TRIPS**



**Figure 4: ATS and DARTS Commendations and Complaints per Thousand DARTS Trips.**

Alternate text for Figure 4: Figure 4 (above) graphs ATS and DARTS commendations and complaints per thousand trips, comparing the 2022 average with Q1 to Q4 of 2023. The clustered vertical columns compare commendations to complaints. The vertical blue columns with white dots on the left side of each cluster show commendations per thousand trips, and the vertical pink columns on the right side of each cluster show complaints per thousand trips. The solid black line shows the industry best practice of less than one complaint per thousand trips and more than one commendation per thousand trips. The graph shows that the trend in 2023 has shown gradual improvement and by December 2023 had decreased to the overall 2022 rate. Commendations in Q4 were slightly below the industry standard. See also Tables 8 and 10, above.

## VALIDATED COMPLAINTS FOR DARTS AND DARTS SUBCONTRACTORS

**Table 11: Validated Complaints per Thousand Trips for DARTS and DARTS Subcontractors**

Provider	Number of Trips YTD Q4 2023	Number of Validated Complaints YTD Q4 2023	Validated Complaints per Thousand Trips YTD Q4 2023
DARTS	221,468	3262	<b>14.7</b>
VETS	81,430	74	<b>0.9</b>
Hamilton Rising	144,910	177	<b>1.2</b>
City Marvel	81,041	146	<b>1.8</b>
Hamilton Cab	2,363	8	<b>3.4</b>
<b>TOTAL</b>	<b>531,212</b>	<b>3667</b>	<b>6.9</b>

DARTS and subcontractor complaints are processed to DARTS for investigation. Where these complaints are deemed unfounded by DARTS, and if ATS concurs with this outcome, these complaints are not included in the count of validated complaints. Removing 54 complaints against ATS Customer Service (including Taxi Scrip complaints) and excluding unfounded complaints leaves an overall count of 6.9 validated complaints per thousand trips for the contractor and subcontractors, still almost eight times the industry best practice and just under 4 times the CUTA 2016 average (Table 11, above). Complaints against DARTS also include DARTS reservations, dispatch, scheduling, and on-street service. Complaints against subcontractors include on-street service only. See also Appendix 2 of this report, which provides additional detail as requested by members of the Advisory Committee for Persons with Disabilities on May 9, 2023, following presentation of the Q1 2023 Accessible Transportation Services Performance Report.

To date in 2023, 2,363 trips have been delivered by demand taxi, when appropriate for ATS individual client travel needs, to meet the service standard.

## APPENDIX 1 Definition of terms

**Number of Total ATS Trips Requested, All Modes:** the sum of DARTS Requested Trips [plus] Taxi Scrip Trips Delivered.

**Taxi Scrip Trips Delivered:** the total of all passengers reported by contracted brokers under the Taxi Scrip program.

**Number of Total DARTS Trips Requested:** the sum of Trips Delivered by DARTS, DARTS subcontractors, and meter taxi [plus] No Show Trips [plus] Cancelled Trips [plus] Trips Denied [plus] Trips Refused.

**Trips Denied:** a denied trip occurs when

- a casual trip request has been made as much as 7 days in advance up to 4:30 PM on the day prior to the required day of service, and a negotiated time cannot immediately be agreed to within one hour of the requested time or at a time otherwise suitable to the passenger, or cannot subsequently be agreed to through the use of the waiting list
- when a passenger requests a subscription trip which cannot immediately be fulfilled, this form of request is not recorded as a denial of service, however, each instance of a like casual trip request that cannot be accommodated as noted above is recorded as a trip denial
- when the passenger agrees to assignment to the waiting list, a trip denial will still occur if no trip can be found, or if an offered trip is not deemed by the passenger as either suitable or required
- when a passenger requests a trip after 4:30 PM of the day prior to the required day of service, or on the required day of service, and the trip request cannot be accommodated, such request will not be recorded as a denial of service.

**Cancelled Trips:** a cancelled trip is one that is cancelled by the passenger, or on the passenger's behalf, once a subscription or casual booking has been made

- an advance cancellation is one that is made by 4:30 p.m. of the day prior to service
- a late cancellation is one that is made after 4:30 p.m. of the day prior to service, and prior to vehicle arrival within the pickup window and/or within thirty minutes after the negotiated pick up time
- a program closure cancellation is one that is made for all passengers to a program with advance notification, including program shutdown periods and temporary program venue changes
- a service suspension cancellation is one that is made as a result of a weather or other emergency within the control of ATS and/ or DARTS.

**No Show Trips:** a no show occurs when a passenger books a trip, does not cancel ahead of time, and is not available at the time that the vehicle arrives within the pickup window and/or within thirty minutes after the negotiated pickup time. This includes any occurrence of trips cancelled at door, where the passenger refuses a trip at the door that is within the pickup window and/or within thirty minutes after the negotiated pickup time.

**APPENDIX 1 Definition of terms (continued)**

**Number of Total DARTS Trips Delivered:** the sum of all trips taken by passengers and their escorts and/or companions delivered by DARTS on DARTS, DARTS subcontractors, or metered taxi.

**Late Trips:** the sum of all trips that are more than 30 minutes late from that time negotiated with the passenger for the trip, as reported by drivers and as recorded by DARTS from driver manifests.

**Complaints:** those customer contacts under which a customer submits an objection to the planning or provision of service

**Commendations:** those customer contacts under which a customer submits praise for the planning or provision of service.

**Validated complaint:** complaint determined to be substantiated based on investigation by the contractor and ATS review/ agreement.

**Rate of Denied Trips:** Denied Trips expressed as a percentage of Number of Total ATS Trips Requested, All Modes.

**Inbound calls:** incoming calls entering call system queue.

**Calls Handled by Agents:** incoming calls transferred to an agent.

**Calls Abandoned by Clients:** calls for which the caller hung up.

**Transfer Rate:** rate of incoming calls transferred to an agent, as a percentage of calls queued.

**Abandoned Rate:** rate of calls abandoned, as a percentage of calls queued.

**Minimum Wait Time:** the shortest amount of time before call was transferred to an agent.

**Maximum Wait Time:** the longest amount of time before a call was transferred to an agent.

**Service Level:** calculated as [calls transferred within 5 minutes] / ([calls transferred] + [calls abandoned after 5 minutes]) \* 100

**Rate of Cancelled Trips:** Cancelled Trips (by type) expressed as a percentage of Number of Total DARTS Trips Requested.

**Rate of No-Show Trips:** No Show Trips expressed as a percentage of Number of Total DARTS Trips Requested.

**Rate of On-Time Performance:** (DARTS Trips Delivered [minus] Late Trips) expressed as a percentage of (Number of Total DARTS Trips Delivered).

**Refused Trips:** A refused trip occurs when a client does not accept the travel times provided at the time of booking – see Trips Denied, above.

**Complaints per 1,000 Trips:** complaints per thousand trips (sum of Taxi Scrip Trips Delivered [plus] DARTS Trips Delivered).

**Commendations per 1,000 Trips:** commendations per thousand trips (sum of Taxi Scrip Trips Delivered [plus] DARTS Trips Delivered).

**APPENDIX 2 Validated Complaints YTD Q4 2023: Detail**

<b>SERVICE PROVIDER</b>	<b>COUNT</b>
<b>ATS Customer Service</b>	<b>54</b>
ERROR ADDR/DATE	3
FARES	2
MISCELLANEOUS	13
POLICIES	2
STAFF CONDUCT/SERV	3
TAXI SCRIP	31
<b>City Marvel</b>	<b>146</b>
ACCIDENTS	1
DAMAGED PROPERTY	1
DRIVING HABITS	31
ERROR ADDR/DATE	31
FARES	8
INJURED PASSENGER	5
NO DOOR TO DOOR	18
NOSHOW	9
POLICIES	1
PU/DO OUTSD WINDOW	1
STAFF CONDUCT/SERV	27
TRIP MISSED	7
VEHICLE CONDITION	6
<b>DARTS Dispatch</b>	<b>211</b>
CAN'T BOOK SAME DAY	3
ERROR ADDR/DATE	40
MISCELLANEOUS	2
ONHOLD/CAN'T CONNECT	91
PU/DO OUTSD WINDOW	3
STAFF CONDUCT/SERV	40
IME CHANGE	12
TRIP MISSED	11
TRIP TRANSFER	4
WAITING LIST	1
CR WAIT TIME	4



## APPENDIX 2 Validated Complaints YTD Q4 2023: Detail (continued)

SERVICE PROVIDER	COUNT
<b>DARTS On Street</b>	<b>254</b>
ACCIDENTS	3
DAMAGED PROPERTY	5
DRIVING HABITS	22
ERROR ADDR/DATE	49
FARES	9
INJURED PASSENGER	18
MISCELLANEOUS	4
NO DOOR TO DOOR	15
NOSHOW	14
POLICIES	2
PU/DO OUTSD WINDOW	4
STAFF CONDUCT/SERV	72
TRIP MISSED	32
VEHICLE CONDITION	5
<b>DARTS Reservations</b>	<b>408</b>
CAN'T BOOK REQD TIME	66
ERROR ADDR/DATE	79
FARES	1
MISCELLANEOUS	1
ONHOLD/CAN'T CONNECT	221
STAFF CONDUCT/SERV	22
TRIP NOTIFICATION	18
<b>DARTS Scheduling</b>	<b>2389</b>
CAN'T BOOK REQD TIME	1
ERROR ADDR/DATE	91
FARES	2
MISCELLANEOUS	4
NOSHOW	1
PU/DO OUTSD WINDOW	1467
SCHED ON BOARD TIME	238
SUBSCRIPTIONS	19
TIME CHANGE	4
TRIP MISSED	232
WAITING LIST	330

**APPENDIX 2 Validated Complaints YTD Q4 2023: Detail (continued)**

<b>SERVICE PROVIDER</b>	<b>COUNT</b>
<b>Hamilton Rising</b>	<b>177</b>
DRIVING HABITS	31
ERROR ADDR/DATE	38
FARES	7
INJURED PASSENGER	4
MISCELLANEOUS	4
NO DOOR TO DOOR	11
NOSHOW	13
POLICIES	3
PU/DO OUTSD WINDOW	4
STAFF CONDUCT/SERV	38
TRIP MISSED	21
VEHICLE CONDITION	3
<b>TAXI</b>	<b>8</b>
_ ERROR ADDR/DATE	1
_ NO DOOR TO DOOR	2
_ PU/DO OUTSD WINDOW	1
_ STAFF CONDUCT/SERV	1
_ TRIP MISSED	3
<b>VETS</b>	<b>74</b>
_ ACCIDENTS	1
_ DRIVING HABITS	14
_ ERROR ADDR/DATE	8
_ FARES	6
_ INJURED PASSENGER	2
_ NO DOOR TO DOOR	8
_ NOSHOW	6
_ POLICIES	1
_ PU/DO OUTSD WINDOW	1
_ STAFF CONDUCT/SERV	19
_ TRIP MISSED	8
<b>Grand Total</b>	<b>3721</b>

Slide 1



ACCESSIBLE TRANSPORTATION SERVICES  
PERFORMANCE REVIEW  
Q4 2023

ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES  
FEBRUARY 13, 2024

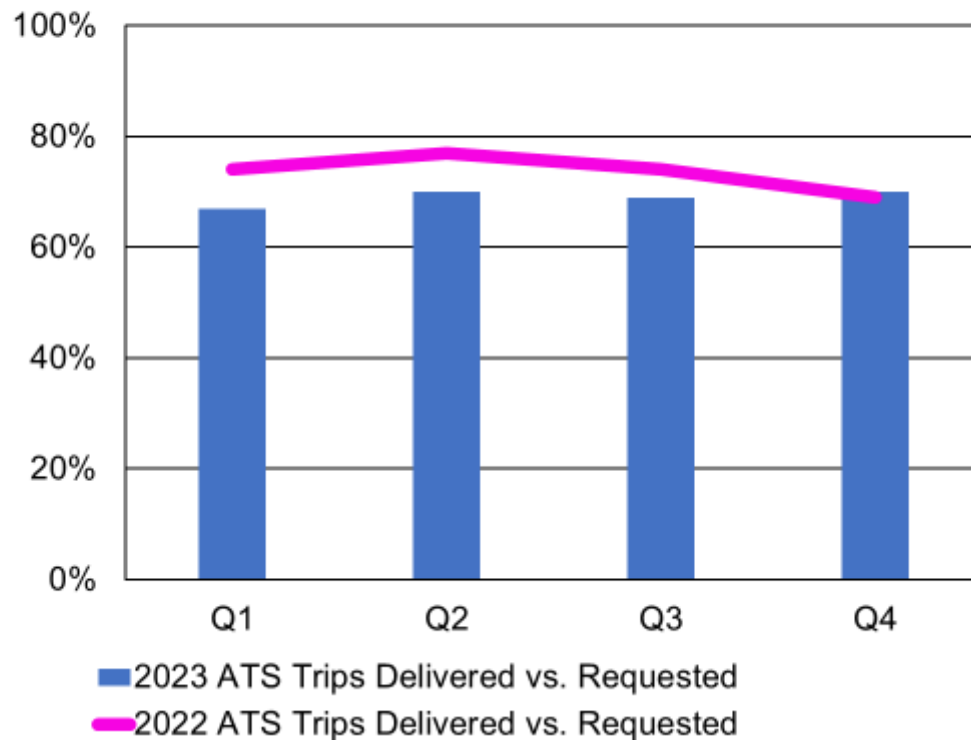
PUBLIC WORKS DEPARTMENT  
TRANSIT DIVISION

Slide 1 image description:

City of Hamilton logo; title, Accessible Transportation Services Performance Review Q4 2023, Advisory Committee for Persons with Disabilities, February 13, 2024; Public Works Department, Transit Division.

Slide 2

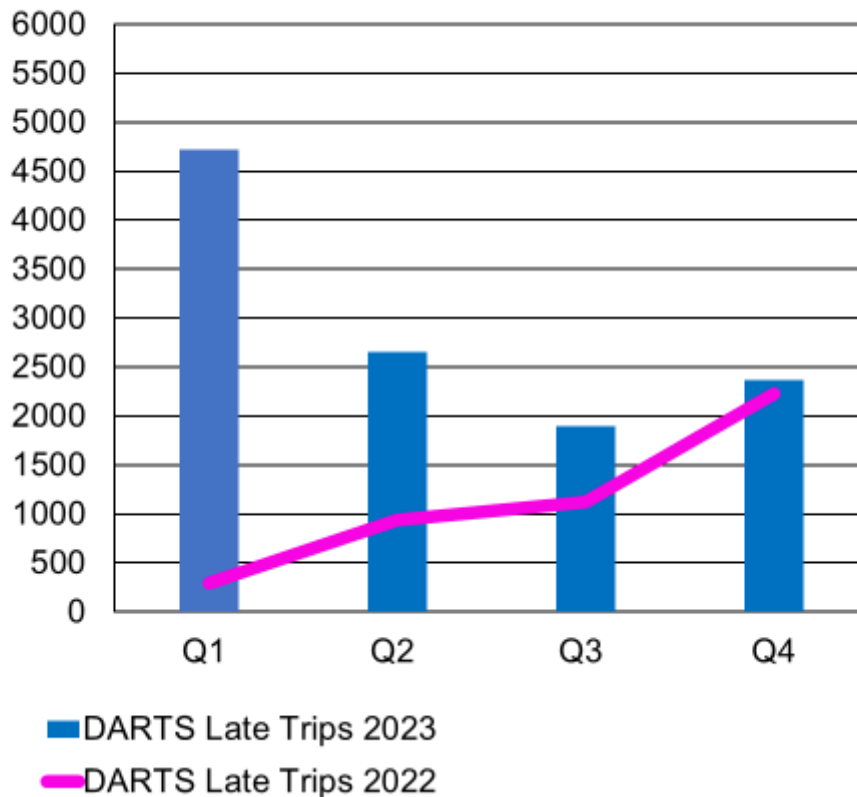
**FIGURE 1: DEMAND: COUNT OF ATS TRIPS DELIVERED vs REQUESTED, ALL MODES**



**Figure 1: Demand: Count of ATS Trips Delivered versus Requested**

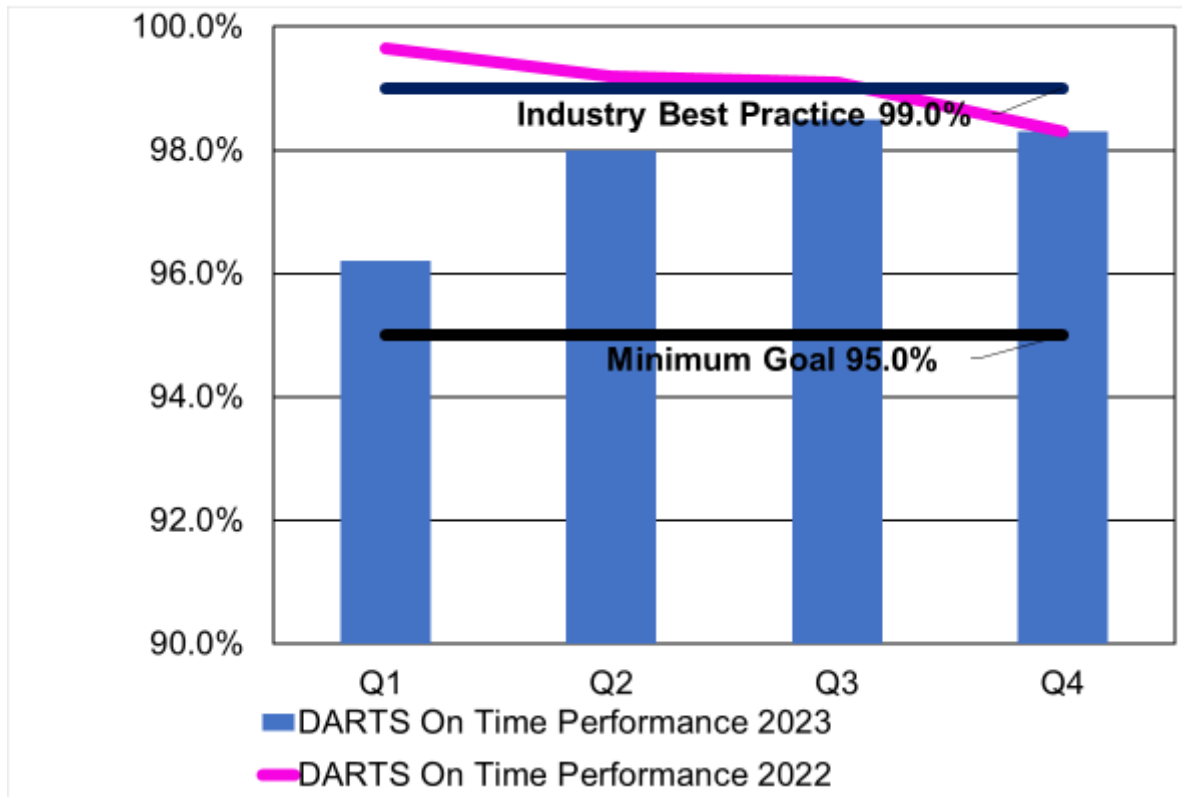
Alternate text for Figure 1: The graph in Figure 1 (above) compares total ATS trips requested to total number of ATS trips delivered for both DARTS and Taxi Scrip (i.e., all modes). The blue vertical columns show the percentage of trips provided out of the total number of trips requested up to the end of 2023. The pink line graph above the column shows the trend across all of 2022. In 2023, the percentage of requested trips delivered has generally been lower than any quarter in 2022, except for Q4, when it was slightly higher than for 2022. The total number of requested trips also includes trips booked but not taken, i.e., cancelled trips and passenger no show trips (see also Table 1 in report).

Slide 3

**FIGURE 2: DARTS LATE TRIPS****Figure 2: DARTS Late Trips**

Alternate text for Figure 2: In Figure 2 (above), the vertical blue columns show the number of late trips to date in 2023, compared to the trend across each quarter in 2022. At 2,366, the number of late trips has increased from Q3, and is slightly higher than the number reported in Q4 of 2022 (see also Table 7 in report).

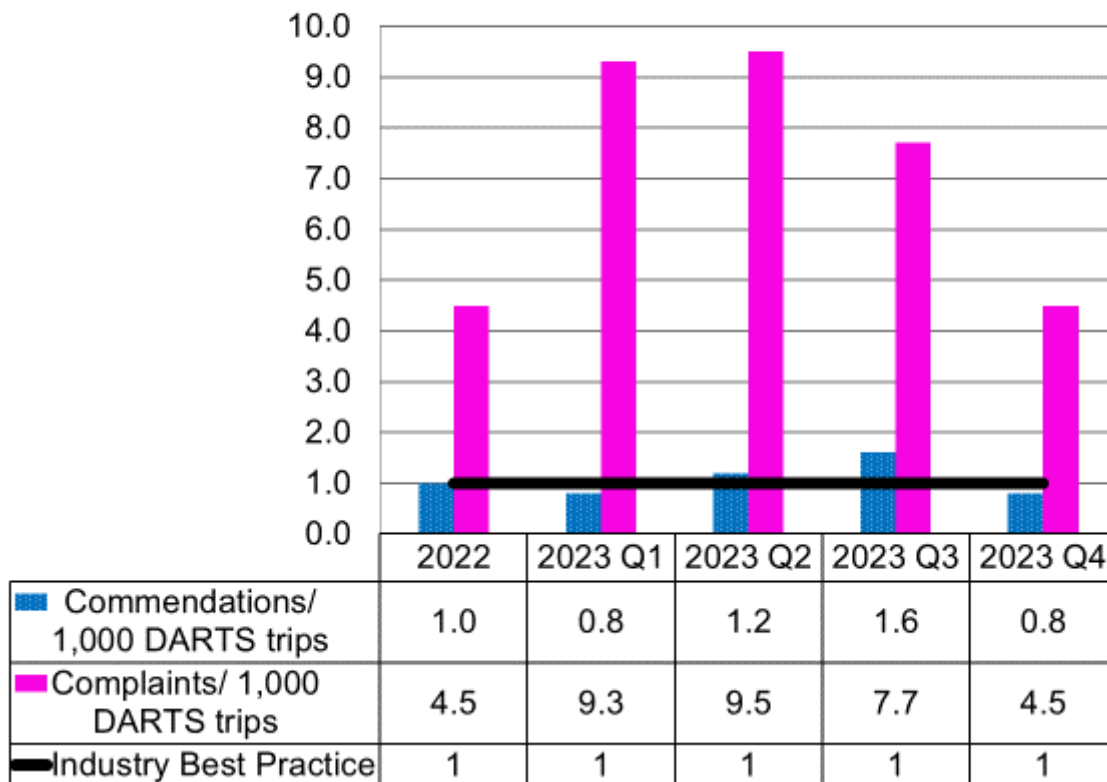
Slide 4

**FIGURE 3: DARTS ON TIME PERFORMANCE****Figure 3: DARTS On Time Performance**

Alternate text for Figure 3: Figure 3 (above) graphs DARTS on-time performance. The solid pink line shows the DARTS on-time performance trend across all quarters of 2022. The black line at the 99% level illustrates the industry best practice, and the black line at the 95% level shows the goal as directed by the OHRC in 2004. The pink line shows a decrease in DARTS on-time performance from Q1 to Q4 of 2022 dropping to just over 98%. The vertical blue bars show that at 98.3%, on-time performance in Q2 to Q4 of 2023 hovers at around 98%, or 3% above the OHRC goal of 95% but still below the industry standard of 99% (see also Table 7 in report).

Slide 5

**FIGURE 4: ATS AND DARTS COMMENDATIONS AND COMPLAINTS PER THOUSAND DARTS TRIPS**



**Figure 4: ATS and DARTS Commendations and Complaints per Thousand DARTS Trips.**

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Slide 6



THANK YOU



Slide 6: Thank You.





**ATS Road Map – Appendix “B” to Report  
PW24005  
Advisory Committee for Persons with  
Disabilities  
February 13, 2024**

# Business Objectives

- Multiyear roadmap outlining critical steps to reform service delivery
- Improvements through recommendations in key reports:
  - Accessible Transportation Services Eligibility Audit (Appendix “B” to AUD20009, December 7, 2020)
  - Dillon Consulting Report (Appendix “A” to PW21055, Consultant Report to Accessible Transportation Service, October 7, 2021, funded by Provincial Audit and Accountability Fund)
  - Accessible Transit Services: DARTS Fleet Management and Vehicle Safety Audit (Appendix “C” to AUD22007, September 8, 2022)

# Key Categories

- Eligibility for Accessible Transportation Services
- Policy and Procedures
- Customer Experience/Satisfaction
- Service Delivery
- Contracting Practices
- Governance



# Eligibility for Accessible Transportation Services

- **Records Review**

- Direct mail to all registrants w/ new application form. Inactive users will be archived. **Target: end of 2023** (first round of mailouts), ongoing throughout 2024.

**Reporting History: Discussed at ACPD Transportation Working Group November 2021, ACPD December 2021; received by Public Works Committee PW21055(a), April 22, 2022.**



# Eligibility for Accessible Transportation Services

- **Reassessment of Eligibility for Existing Registrants**
  - Policy for appealing eligibility decisions and establishment of an appeals committee process update. **Target: end of 2023 (in progress)**

**Reporting history: Recommendation 7 in Appendix “B” to AUD20009; report PW21055(a) received with direction to not reassess eligibility during above-mentioned records update (Public Works Committee Report 22-006, Item 3(b)).**

**Appeals policy discussed at ACPD Transportation Working Group January 2023, March 2023 (no notes tabled from working group, ATS records only), and July 2023 (no notes tabled from working group, ATS records only).**



# Eligibility for Accessible Transportation Services

- **Reassessment of Eligibility for Existing Registrants (continued)**
  - Recommendation report to Public Works Committee. **Target: 2025**

**Reporting requirement: Any report related to AUD20009 outcomes must go to ACPD two weeks ahead for review, as per General Issues Committee Report 21-024 Item 8(b) regarding ACPD Report 21-012 (Item 10.1).**



# Policy and Procedures

- **Review policies and procedures to:**
  - ensure clearly defined customer-facing roles and responsibilities of the parties. **Target: 2025 for completion (in progress)**

**Reporting history: PW21055(a) (service infractions), PW23009, February 13, 2023 (carry-on items); both policies were also discussed at ACPD Transportation Working Group November 2021 and at ACPD December 2021.**

**Reporting requirement: ACPD review is required ongoing as each customer-facing policy is reviewed, as per General Issues Committee Report 21-003, Item 3(d).**

# Customer Experience and Satisfaction

- **Conduct a ReEnvision-style exercise for ATS:**
  - Establishment of a customer panel. Target: 2024 (in progress)
  - Delivery of a Customer Satisfaction Survey to Current Registrants. Target: Fall 2023 (complete)
  - Action customer survey feedback. Target: 2024, and ongoing





# Customer Experience and Satisfaction

- **Conduct a ReEnvision-style exercise for ATS (continued)**
  - Commence Journey Mapping Exercise for Integrated Transit. Target: Fall 2023 (in progress)
  - Continued and enhanced involvement and participation of persons with lived experience at early onset of program development where practicable. (ongoing)

**Reporting history: Public Works Committee Report 22-006, Item 3(e); discussed at ACPD Transportation Working Group April 2023 (no notes tabled from working group, ATS records only), July 2023 (no notes tabled from working group, ATS records only); ACPD September 2023.**



# Service Delivery

- **ATS to review service delivery options**
  - Consider contractor/subcontractor model vs. City delivery under HSR. **Target: end of 2024**  
**Reporting history: DARTS Vehicle Safety Audit AUD22007; Appendix “A” and Appendix “B” to PW24005 (AUD22007(a) Update to Management Response).**

# Service Delivery

- **ATS to review service delivery options (continued)**
  - Review alternative service delivery models “mobility as a service” such as demand- responsive bookings, integrated transit, and travel training. **Target: end of 2024**  
**Reporting history: Appendix “B” to AUD20009, and Appendix “A” to PWC21055(b) (Management Response and updates).**

# Service Delivery

- **Integrated Transit – Accessible Vehicles**

- Includes potential for purchase through the Investing in Canada Infrastructure Program (ICIP) **Target: project plan development end of 2024.**

**Reporting history: PW19083(b)-FCS18048(b) (Investing in Canada Infrastructure Program Allocation of Funding Balance).**

# Contracting Practices

- **ATS to strengthen contract oversight and management of contractors:**
  - Onsite audits and records review, third party vehicle inspections.

## **Ongoing**

- Created Project Manager position dedicated to contract management. **Target: Hire January 2024.**

**Reporting history: Reporting history: DARTS Vehicle Safety Audit AUD22007; Appendix “A” and Appendix “B” to PW24005 (AUD22007(a) Update to Management Response); Appendix “B” to PW22079(e) (ATS Q3 2023 Quarterly Report).**



# Contracting Practices

- **ATS to work with contractor on amending agreement for current contract.**
  - Amending agreement based on letters of direction to close contract non-performance. **Target: Q1 2024**

**Reporting history: Reporting history: DARTS Vehicle Safety Audit AUD22007; Appendix “A” and Appendix “B” to PW24005 (AUD22007(a) Update to Management Response); PW22079(e) (ATS Q3 2023 Quarterly Report).**



# Governance

- **Relationship Management and Clarification of Roles/ Responsibilities**

- Clear demarcation of responsibilities between City and Contractor(s). **Ongoing**

**Reporting history: Reporting history: DARTS Vehicle Safety Audit AUD22007; Appendix “A” and Appendix “B” to PW24005 (AUD22007(a) Update to Management Response); Appendix “B” to PW22079(e) (ATS Q3 2023 Quarterly Report).**



# Governance

- **Relationship Management and Clarification of Roles/ Responsibilities**
  - Clarification of reporting lines relationships between various City committees. **Ongoing**  
**Reporting history (recent): ATS Subcommittee meeting 23-001 (June 2023, received at Public Works Committee November 2023).**







## Hamilton

### **Accessibility Committee for Persons with Disabilities (ACPD)**

*As per the Accessibility for Ontarians with Disabilities Act, 2005, the council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force (Sub-Section 29. (1))*

#### **Mission Statement**

The Accessibility Committee for Persons with Disabilities (ACPD) in the City of Hamilton assists the work of City Council by identifying accessibility barriers and making recommendations with regard to barrier removal and prevention in compliance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code.

The work of the Sub-Committee encompasses the broadest possible scope of services, facilities, policies and practices affecting the lives of all persons with disabilities in the City.

#### **Vision Statement**

Hamilton is an inclusive community where ALL people can live, work, play and participate fully, free from barriers or discrimination.

#### **Values**

Accessibility	Honesty
Accountability	Inclusiveness
Cooperation	Innovation
Dignity	Leadership
Diversity	Respect
Equity	Teamwork
Excellence	Tolerance

**As approved by Council on \_\_\_\_\_, as part of GIC Report 23-\_\_\_\_\_, (date)**

*As approved by Council on October 11, 2023 as part of GIC Report 23-026, October 4, 2023*

*As approved by Council on January 25, 2023 as part of GIC Report 23-004, January 18, 2023*

*As approved by Council on November 23, 2016 as part of GIC Report 16-029, November 16, 2016*

*As amended by Council on September 25, 2019 as part of GIC Report 19-017, September 18, 2019*

*As Amended by Council on February 26, 2020 as part of GIC Report 20-007, February 19, 2019*

## **Mandate**

As per the *Accessibility for Ontarians with Disabilities Act, 2005*, the committee shall, (a) advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5); (b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects; and (c) perform all other functions that are specified in the regulations. (Sub-Section 29. (4))

As per the *Accessibility for Ontarians with Disabilities Act, 2005*, the council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises, (a) that the council purchases, constructs or significantly renovates; (b) for which the council enters into a new lease; or (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the *Municipal Act, 2001*. (Sub-Section 29. (5)) Supplying site plans when the committee selects site plans and drawings described in section 41 of the *Planning Act* to review, the council shall supply them to the committee in a timely manner for the purpose of the review. (Sub-Section 29. (6))

The Accessibility Committee for Persons with Disabilities (ACPD) advises Council on providing full accessibility and inclusion of persons with disabilities in the City related to City goods and services and City-owned facilities and spaces and recommends to the City of Hamilton policies, procedures, standards and guidelines.

## **Composition**

The Accessibility Committee for Persons with Disabilities (ACPD) shall be comprised of up to 18 citizen members in accordance with *Accessibility for Ontarians with Disabilities Act, 2005*, a majority of the members of the committee shall be persons with disabilities (Sub-Section 29. (3)) and two Members of Council.

The membership should also reflect a wide range of disabilities and represent the interests of all persons with disabilities.

Membership should fully represent the community arising from an Inclusion, Diversity, Equity and Access (IDEA) lens.

The Accessibility Committee for Persons with Disabilities (ACPD) shall also have access to key staff from Transit, Housing, Planning, Building, Recreation, Public Health, etc. as a resource, in order to fulfill their mandate.

### Terms of Reference

1. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), Ontario Human Rights Code (OHRC), and all applicable legislation, regulations, standards, policies and guidelines:
  - (i) Advise Council and staff on barriers affecting full participation of persons with disabilities in the City.
  - (ii) Advise Council and staff, annually about the preparation, implementation, and effectiveness of its accessibility plan required pursuant to the AODA.
  - (iv) Ensure that the right of access for persons with disabilities to programs and services provided by the City is sustained, maintained, and/or improved.
  - (v) Review and comment to Council and other levels of government on pertinent reports, proposed legislation and studies which affect all persons with disabilities, where appropriate.
  - (vi) Provide a forum where persons with disabilities and service representatives can express their concerns, identify barriers, share information and recommend improvements to the existing level of City services, goods, facilities and spaces, for persons with disabilities, while taking into consideration a wide spectrum of disabilities in discussions and decision making.
  - (vii) Educate and increase awareness to City Council and staff on issues which affect people with disabilities.
  - (viii) Regularly review the progress and measure the success of the committee and its activities.
  
2. Members are to adhere to the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards, which includes the Code of Conduct for Local Boards.

### Working Groups:

The Accessibility Committee for Persons with Disabilities (ACPD) shall consider establishing, at the outset of each four-year term, Working Groups tasked with performing much of the work of the Accessibility Committee for Persons with Disabilities (ACPD).

The Accessibility Committee for Persons with Disabilities (ACPD) may establish, from time to time any Working Group tasked to complete specific tasks on behalf of the Accessibility Committee for Persons with Disabilities (ACPD) and may be established for a time limited period.

Every member of the Accessibility Committee for Persons with Disabilities (ACPD) is expected to be a member of no less than one (1) Working Group and encouraged to limit membership to no more than three (3) Working Groups.

Members are strongly encouraged to fully participate and contribute to discussion and debate at the full Accessibility Committee for Persons with Disabilities (ACPD) and its Working Groups.

**Annual Events:**

*“Ability First” Accessibility Fair*

Members of the Accessibility Committee for Persons with Disabilities (ACPD) shall be strongly encouraged to participate in the organization and planning of the Annual “Ability First” Accessibility Fair, which would include their attendance and participation on the day of the event.

## 11.2

### **Accessibility Committee for Persons with Disabilities Working Group Review**

#### **Built Environment Working Group (BEWG)**

Scheduled on the 1<sup>st</sup> Tuesday of each month at 4:00 p.m.  
Virtually. Time required per month: 4 hours minimum.

#### **Basic Outstanding Business List (OBL)**

Accessible Washroom List  
Capital Projects  
Curb Cuts and Intersections  
Sidewalk Bypasses

#### **Housing Issues Working Group (HWG)**

Scheduled on the 3<sup>rd</sup> Tuesday of each month at 10:00  
a.m. Virtually. Time required per month: 4 hours minimum.

#### **Basic Outstanding Business List (OBL)**

Housing Guide Rewrite  
RCF Review  
LTC Review  
Extreme Heat Working Group's (Public Health) Heat  
Emergency Plan 2024  
Homelessness and the Overrepresentation of People with  
Disabilities

#### **Outreach Working Group (OWG)**

Scheduled on the 3<sup>rd</sup> Tuesday of the month at 4:00 p.m.  
Virtually. Time required per month: 4 hours minimum.

## 11.2

### **Basic Outstanding Business List (OBL)**

Media Name Change Update

Website

2024 Accessibility Fair Planning

2024 Accessibility Award Planning

Name Tags and Table Runner/Table Swag Printing for Public Events

### **Accessible Outdoor Spaces and Parklands Working Group (OSPWG)**

Scheduled on the 4<sup>th</sup> Thursday of the month at 1:30 p.m. Virtually. Time required per month: 4 hours minimum.

### **Basic Outstanding Business List (OBL)**

Guidelines for Accessible Park and Open Space Design and Amenities

### **Strategic Planning Working Group (SPWG)**

Scheduled as needed at the call of the Chair. Time required per month: 4 hours minimum (as needed).

The focus of this Working Group is to ensure that each working group is working on the correct issues. It can also be used to manage important issues to the committee that need immediate attention or affect all working groups.

### **Transportation Working Group (TWG)**

Scheduled on the 4<sup>th</sup> Tuesday of the month at 4:00 p.m. Time required per month: 4 hours minimum.

## 11.2

### **Basic Outstanding Business List (OBL)**

AODA review

Accessible Taxi Motion follow up

DARTS improvements

HSR improvements

ATS Eligibility





## 11.3

### Hamilton Strategic Road Safety Committee

#### Mandate:

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

The Committee is comprised of technical members consisting of City departments and external agencies that have an interest in road safety.

Voting members currently include representatives from the following areas:

- a) Transportation
- b) Transportation Planning
- c) HSR (Transit)
- d) Public Health
- e) Hamilton Police Services
- f) Hamilton Wentworth District School Board
- g) Hamilton Wentworth Catholic District School Board
- h) Hamilton Fire Department
- i) Parking Enforcement and School Safety

## 11.3

Other key stakeholders/advisors (non-voting members) may include:

- a) Additional City Departments (Parks and Recreation, Communications, etc.)
- b) Identified Organizations and companies with a focus on roadway safety
- c) Seniors Advisory Committee
- d) Hamilton Cycling Committee
- e) Advisory Committee for Persons with Disabilities
- f) Educational Institutions