



City of Hamilton
ACCESSIBILITY COMMITTEE FOR PERSONS WITH
DISABILITIES ADDENDUM

Meeting #: 24-004
Date: May 14, 2024
Time: 4:00 p.m.
Location: Room 264, 2nd Floor, City Hall
(hybrid) (RM)
71 Main Street West

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

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Hamilton

**ACCESSIBILITY COMMITTEE FOR PERSONS WITH
DISABILITIES**

MINUTES 24-003

4:00 p.m.

Tuesday, April 9, 2024

Virtually Via Webex

Present: Councillor M. Tadeson, J. Kemp (Chair),
P. Kilburn (Vice-Chair), H. Bonenfant,
B. Cullimore, L. Dingman, A. Frisina, L. Janosi,
L. Johanson, J. Maurice, M. McNeil, K. Nolan,
T. Nolan, and M. Opoku-Forfieh

Absent with

Regrets: S. Dunford, C. Hernould, H. Kaur, T. Murphy,
and R. Westbrook

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

- 1. Correspondence from Maureen Cosyn Heath,
Director, Transit Division, Public Works, respecting
HSR Fare Assist Program and the Cancellation of
the Temporary No Pay Program and the Temporary
Voluntary Pay Program (Item 5.1)**

(Kilburn/Dingman)

That the correspondence from Maureen Cosyn Heath, Director, Transit Division, respecting HSR Fare Assist Program and Cancellation of the Temporary No Pay Program and the Temporary Voluntary Pay Program, be received and referred to the Accessible Transit Services Review Sub-Committee.

CARRIED

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

8. STAFF PRESENTATIONS

8.2 Accessible Transportation Services Eligibility Appeal Policy - PRESENTATION

- (a) Accessible Transportation Services Appeal Policy and Procedure

9. CONSENT ITEMS

9.2 Housing Issues Working Group Update

- (b) Housing Issues Working Group Meeting Notes – March 19, 2024

9.3 Outreach Working Group Update

- (a) Outreach Working Group Meeting Notes – February 20, 2024 – REVISED
- (b) Outreach Working Group Meeting Notes – March 20, 2024

(McNeil/Janosi)

That the Agenda for the April 9, 2024, meeting of the Accessibility 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 13, 2024 (Item 4.1)

(McNeil/Dingman)

That the February 13, 2024, minutes of the Accessibility Committee for Persons with Disabilities meeting, be approved, as presented.

CARRIED

(e) STAFF PRESENTATIONS (Item 8)

(i) E-Scooter Pilot Program Update (no copy) (Item 8.1)

Callaway Johnson, Project Manager, Sustainable Mobility Planning, addressed Committee respecting the E-Scooter Pilot Program Update.

(Kilburn/Dingman)

That the presentation from Callaway Johnson, Project Manager, Sustainable Mobility Planning, respecting the E-Scooter Pilot Program Update, be received.

CARRIED

(ii) Accessible Transportation Services Eligibility Appeal Policy (Item 8.2)

Michelle Martin, Manager, Accessible Transportation Services, addressed Committee respecting the Accessible Transportation Services Eligibility Appeal Policy, with the aid of a PowerPoint presentation.

(Kilburn/Bonenfant)

That the presentation from Michelle Martin, Manager, Accessible Transportation Services, respecting Accessible Transportation Services Eligibility Appeal Policy, be received.

CARRIED

(McNeil/Opoku-Forfieh)

That the Accessible Transportation Services
Eligibility Appeal Policy and Procedure, be received.

CARRIED

(f) CONSENT ITEMS (Item 9)

(McNeil/Opoku-Forfieh)

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

**(1) Built Environmental Working Group Update
(Item 9.1)**

(a) Built Environment Working Group Meeting
Notes – March 5, 2024 (Item 9.1(a))

**(2) Housing Issues Working Group Update
(Item 9.2)**

(a) Housing Issues Working Group Meeting
Notes – February 20, 2024 (Item 9.2(a))

(b) Housing Issues Working Group Meeting
Notes – March 19, 2024 (Item 9.2(b))

(3) Outreach Working Group Update (Item 9.3)

(a) Outreach Working Group Meeting Notes –
February 20, 2024 – (Item 9.3(a))

(b) Outreach Working Group Meeting Notes –
March 20, 2024 (Item 9.3(b))

**(4) Transportation Working Group Update
(Item 9.4)**

(a) Transportation Working Group Meeting
Notes – February 27, 2024 (Item 9.4(a))

**(5) Strategic Planning Working Group Update
(no copy) (Item 9.5)**

No update.

**(6) Accessible Open Spaces and Parklands
Working Group Update (Item 9.6)**

(a) Accessible Open Spaces and Parklands
Working Group Meeting Notes – February
28, 2024 (Item 9.6(a))

CARRIED

(g) MOTIONS (Item 12)

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

**(a) Purchase of an Annual Canva Account for the
Accessibility Committee for Persons with
Disabilities (Item 12.1)**

(Kemp/Dingman)

WHEREAS, the Accessibility Committee for Persons with Disabilities' Outreach Working Group uses Canva to produce media for the Committee in the form of posters, presentations, pamphlets, flyers, web design, name tags, banners, etc.;

WHEREAS, the free version of Canva is difficult to utilize as the service is very restricted; and

WHEREAS, a single user account for Canva can be purchased at a cost of \$167.49, to be shared among all members of the Committee.

THEREFORE, BE IT RESOLVED:

That the cost of \$167.49 from the Accessibility Committee for Persons with Disabilities 2024 Budget to purchase an annual Canva account, be approved.

CARRIED

J. Kemp assumed the Chair.

(b) Appointment to the Built Environment Working Group (Added Item 12.2)

(Kilburn/Janosi)

That Paula Kilburn be added to the membership of the Built Environment Working Group for the 2022-2026 Term of Council.

CARRIED

(h) ADJOURNMENT (Item 16)

(Kilburn/Janosi)

That there being no further business, the Accessibility Committee for Persons with Disabilities, be adjourned at 6:07 p.m.

CARRIED

Respectfully submitted,

James Kemp, Chair
Accessibility Committee for
Persons with Disabilities

Carrie McIntosh
Legislative Coordinator
Office of the City Clerk

Guide for the City of Hamilton's Advisory Committee for
Persons with Disabilities (**ACPD**)
Meeting – May 14th

General Findings:

- Regulations and guidelines in Canada
 - o **Canadas Charter of Rights and Freedom -> National and provincial human rights codes -> Accessible Canada Act -> Accessibility Standards Canada** (e.g., Accessible Design for the Built Environment Standards (CSA B651-17); Children's Playground Equipment and Surfacing (CSA Z614:20) -> **provincial accessibility legislation** (e.g., AODA; Integrated Accessibility Standards Regulations) -> **Design of Public Space Standards in Ontario** (e.g., Ontario building code; AODA Accessibility Standard for the Design of Public Spaces) -> **City of Hamilton Accessible Design Standards** (City of Hamilton barrier-free design guideline 2006)

- Accessible Canada Act (ACA) or Bill C-81 is a federal legislation passed in May 2019 by the Government of Canada requires public and private organizations to create plans for accessibility (importantly the built environment) and publish progress reports regularly
 - o Goal to have a barrier free Canada by 2040

- Accessibility for Ontarians with Disabilities Act (AODA) published in 2005 is a provincial

legislation, 20-year timeline to create barrier-free ontario

- AODA requires public and private organizations to comply with the regulatory body called the Integrated Accessibility Standards Regulations (IASR) which addresses the accessibility standards for public spaces in addition to information and communications, employment and transportation
- City of Hamilton's Multi-Year Accessibility plan (required by the IASR under AODA – 6 strategic goals for 2020-2025
 - o Goal 5: City facilities are fully accessible and or will provide accessibility measures to meet the needs of persons with disabilities when accessing program, services, resources and opportunities
 - o Actions: piloting Mobi Mat system at Hamilton beach, installing wheelchair swings, installing pedestrian signals at various intersections
 - o Future goal by 2025: update the city's barrier free design guideline
- New accessible Canada standard for outdoor spaces (CAN-ASC-2.1) under public review in 2023
- City of Hamilton Barrier-Free Guideline 2006 – covers physical, visual, audible accessible design standards for access/circulation, washroom

facilities, amenities and special facilities

- Holland Bloorview – comprehensive document on strategies to create inclusive playgrounds
- **General quantitative/qualitative findings on barriers to use of outdoor parks and space** – uneven pavement, steep slopes, narrow paths, lack of ramps, places to park wheelchairs. Time as a barrier as extra planning may be involved to use outdoor areas. Children with mobility devices have trouble managing certain terrain (sand, gravel, wood chips), longer distances of travel, lack of accessible routes to ground level play equipment, sensory overload, lack of predictability of environment is stress inducing. Poor lighting, barriers on paths/crowded paths, slope of curbs, snow, and puddle maintenance.

Environment impacts behaviours: inaccessible environments can induce fear of engaging in outdoor activities. Barriers identified with accessing park websites to plan what accessible routes to utilize, where washrooms are etc. Also, fencing around dog parks is hard to navigate, as with changes in ground surface (concrete to gravel). Social isolation and stigmatization experienced with features only accessible by stairs like a pagoda, or benches/picnic tables with no room for wheelchair access.

- **General recommendations** - clear communication/signage regarding what to expect of the space prior to entering/arriving, curb cut outs, properly sloped ramps, adequate lighting, sensory safe spots available in public places, stable/solid surfaces for mobility aids/devices to enter and exit outdoor spaces/parks, paved pathways, even terrain, pool lifts with surrounding concrete pads, warm water pools for chronic pain, physical wayfinding benchmarks (i.e., contrasting signage) and navigation apps. Include people/youth with disabilities in the process of formulating accessible design policies and even accessible audits of outdoor spaces. Ensure accessibility audits are completed regularly. Educate park staff on disabilities and AODA accessibility standards. Play richness (auditory, olfactory, tactile features) may promote inclusion of children with disabilities in public playgrounds.

Guiding Questions:

1. What is your experience with accessing parks and outdoor spaces in Hamilton, ON?
2. What spaces do you experience challenges accessing (eg, beaches vs trails)?
 - a. What in particular makes it challenging to access?
 - b. Is there anything about that space which is accessible?
3. What outdoor spaces in Hamilton do you feel are well designed with accessibility in mind?
4. Do you feel there are any disabilities which are not typically kept in mind when considering design standards for parks and outdoor spaces (eg, mobility related disabilities vs visual impairments)?
 - a. Do you feel there are any significant gaps/considerations that need to be made for the improvement of accessibility design standards?
5. Do you have any recommendations for how to increase accessibility to parks and outdoor spaces in Hamilton, ON?
 - a. What are realistic recommendation that the city can implement (financially, space wise, etc)?
 - b. What is the City of Hamilton's financial budget for accessible features/design, for instance on an

annual basis?

6. Are accessibility audits completed in the City of Hamilton's parks and outdoor spaces? If so, how frequently are these completed?
7. What is the typical length of time it takes for the city of Hamilton to implement new accessibility recommendations put forth by ACPD and OSPWG? (e.g., months, years)
8. What is the success rate of getting recommendations approved and implemented by city of Hamilton council? Do recommendations often get refused?

Please note Student OTs are in the early stages of completing research to answer the questions above and will share some of our current findings to help set the stage. However, we want to consider the valuable input and experiences of the members of this group.

ACPD's Outreach Working Group Meeting Notes

April 3rd, 2024

Virtual Teams Meeting

4:00PM – 6:00PM

Members in Attendance: Anthony Frisina, Mark McNeil, Ben Cullimore, Paula Kilburn, James Kemp

Members Absent: Hope Bonenfant, Robert Westbrook

1. Welcome and Introductions

2. Approval of April 3rd Agenda: Agenda was approved.

3. Approval of Mar 20th Meeting Notes: Meeting notes were approved.

4. Accessibility Awards Logo: As the Chair was the only one to prepare a logo, he described the process that led to the final product. Chair worked with his son as he is a graphic design student to brainstorm and come up with a final product. First thought of a variation of reaching for the stars, but it is a very tired

cliché and we can do something a little different. Then tried variations on breaking barriers, but they all seem too violent or aggressive for a celebratory image. We then tried an image of a wheelchair scaling a mountain, planting a flag. This gave us the idea of the mountain, dynamic symbol of access and a star. There is a rainbow ribbon that forms the wheel of the chair and then continues up past the mountain into the sky. It symbolizes the path of accessibility. A very complex image, but it scales down into a simple postage stamp size quite clearly. We will turn it into a digital image and provide some colour options for the next meeting.

5. Accessibility Awards Award Selection Process:

We discussed the award selection. At the previous meeting we decided to put out a call to local artists for submissions for an award that represents accessibility. When we tried to put it into some sort of practice however, we discovered that it will be a long process and will not be ready for this year's awards. It was recommended that the steering committee find an alternative award for the first year. We will discuss the art community and the award later in the meeting notes.

6. Accessibility Fair and Awards Budget: Chair produced a very rough budget for us to go over and discuss. Members asked questions about certain sections like food. Chair replied that we have to budget enough to feed everyone. Exhibitors will be asked to pay a nominal fee this year and we should recoup some funds. Chair told members that Rebecca had found us an equipment vendor that includes set up and tear down in the price and isn't that much more expensive than Complete Rentals. We hoped to discuss in more details with Rebecca, but she was unable to attend. We will revisit.

7. Accessibility Fair Possible Activities: We reviewed the activities we wanted to see at the next event and made a long list of potential new ones.

- **Tactile/Haptic Station:** We ran out of time and funding to properly finish this station last year. Given the significant investment we should at least finish it by properly printing the book, finishing the last few models and printing some other versions of haptics like topographic maps, braille diagrams, tactile games, etc. Chair suggested setting aside \$350 for this station. When completed, it can be brought out at the annual event and can be displayed at our table at other events. It was also suggested that we could do some sort of finger painting here too.

- **CHHA Hearing Station:** This seemed to be a very successful station last year. If CHHA is amenable, we would like to host them again.
- **Guide Dog Puppies:** We have often talked about having a few guide dog puppies. Paula and Mark have agreed to try and reach out and see if this is possible. We have reassured the members that the dogs will be isolated and patrons will have to approach them.
- **Yarn Bombing:** This was a popular station at the first event. Chair will reach out to Deaf/Blind and see if they are still interested.
- **TEAD:** The barrel riding activity was hampered by their trainer having to cancel, but otherwise, it was a good station. Perhaps they can bring a horse this year?
- **Square Dancing:** If Patty is in good shape by the time of the event, we would like to have them again. They will be required to perform in an enclosed space as they kept drifting last year.
- **HSR/DARTS:** We will see if they are interested in having their vehicles on site again. Chair will also reach out to Motion to see if they are still interested in participating.
- **Mobility Device Repair/Maintenance Demo Station:** We will reach out to Hauser's and C&DC to

see if they are interested in helping with either station.

- Chair Wash: We are all set for this. May need new buckets or cloths.
- **Art Judging Station:** Paula got some really energetic feedback when she approached the local art community about creation of the award. We decided to make it an actual station. Submissions will be required by the end of August. We will set up on line voting on the top five art submissions. They will be set up at the fair as well so people can judge there. We will announce after the event through local media and City website. If it can be, we will then use that art piece as the basis for next year's award. It's a good way of engaging the local art community. We will set aside some prize money for this. Paula asked Chair to produce a letter for sending out to everyone explaining the Award and what is required, how big, submission dates, requirements, etc. We will be asking them to either define "What does accessible mean to you?" or a representation of accessibility and the strive to overcome in a visual and/or tactile format.

8. Other Business: We decided to form a small steering committee for the events that can make more rapid decisions than OWG. Everything discussed will then

be reported back at the next possible OWG meeting for the group's ratification. This is in an effort to avoid setting emergency OWG meetings where few people are able to attend on short notice. The SC will consist of Rebecca, Paula, Mark, James and Ben.

Ben explained some of his background and informed us that he has event planning experience as well as a volunteer background. Chair welcomed his addition to the working group.

9. Adjournment.

ACPD's Outreach Working Group Meeting Notes

April 30th, 2024

Virtual Teams Meeting

4:00PM – 6:00PM

Members in Attendance: James Kemp Sr., Paula Kilburn, Hope Bonenfant, Anthony Frisina, Mark McNeil

Also in Attendance: Rebecca Banky, James Kemp Jr.

Members Absent: Benjamin Cullimore, Robert Westbrook

1. Welcome and Introductions
2. Approval of April 30st Agenda: Agenda was approved
3. Approval of April 16th Meeting Notes: Meeting notes were approved.
4. Final Award Logo Presentation and Discussion:
James Jr. was in attendance to discuss the logo he created for us and the different variations of it. He provided two versions of the logo with text, one said Trailblazer and the other said Achievement to provide a different option. Everyone agreed that Trailblazer

was better. James demonstrated that it is clearly legible at all sizes and is clear in gray scale. The font he selected, "Outfit" is available for free, is clearly legible and has several options from very fine to heavy bold. This will allow us to use the same sans-serif typeface across an entire document. We agreed that the more complex one is what we recommend as the primary image.

5. AF And AA Budget Review: We reviewed the budget before we send it to ACPD. Paula asked why the Awards advertising budget was set at \$5000 and Rebecca responded that it was from comparable costs of other campaigns run by City staff. As it is still early in the planning process, we have allowed a safety margin by allocating a contingency fund. Artist's award money was raised to \$500. \$500 Fair Advertising budget will cover signs and updating the banner.
6. Activities Discussion: We discussed the activities we wanted to have at the event. Mark and Paula will reach out to Guide Dogs and the CNIB respectively and invite them to attend with puppies. We discussed having the TiCats attend and Anthony will look into that. We discussed the art contest and Paula expressed concerns about our allotted prize money

so we agreed to raise it to \$500, Paula has arranged a meeting with Sally from the Dundas Valley School of Art to discuss its feasibility. Hope suggested a safe space tent be made available should anyone need it and we asked a few questions to understand what that would entail. We will investigate and report back.

7. Pamphlet Update: Chair explained that the pamphlet has a few small updates to change the name from Advisory to Accessibility. We will add the cost of printing new pamphlets to the total cost of the name change.
8. Website Update: Chair discussed his plan to put an under construction sign on the website. The group agreed with the suggestion that the date and time of this year's event be added as well.
9. Table Runner Discussion: We don't have a table banner anymore and have discussed replacing it with an easier to use table runner. As the Senior's Kickoff is really soon, we will have to pay out of pocket and put forth a reimbursement motion afterwards.
10. T-Shirts Discussion: Chair asked last meeting if the OWG thinks it is time for T-Shirts and it was unanimously supported. We have been having

troubles getting an accurate estimate for 40 shirts, because they all want the image we want printed beforehand. We will mock up an example and try to get a more accurate estimate.

11. Other Business: There was no other business.
12. Adjournment

12.3

Accessibility Committee for Persons with Disabilities Award Program Logo

Alternate Text Descriptions

Complex Image

Image is based on the dynamic symbol of access. There is a grey mountain in the bottom right background. A rainbow coloured ribbon forms the wheel of the chair and gracefully arcs up in the sky over the mountain, reaching for the star on the top right. A purple representation of a person is also reaching towards the star.

Simplified Image

Image is based on the dynamic symbol of access. A rainbow coloured ribbon forms the wheel of the chair and gracefully arcs up in the sky, reaching for the star on the top right. A purple representation of a person is reaching towards the star.