



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

**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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**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 April 9, 2024

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**5. COMMUNICATIONS**

**6. DELEGATION REQUESTS**

**7. DELEGATIONS**

**8. PRESENTATIONS**

8.1 McMaster Students respecting “How can the City of Hamilton modify outdoor parks and spaces design standards to enhance accessibility for individuals with disabilities?”

- \*a. Interview Guide - FURTHER REVISED 13

## 9. CONSENT ITEMS

9.1 Built Environment Working Group Update (no copy)

9.2 Housing Issues Working Group Update

- a. Housing Issues Working Group Meeting Notes - April 16, 2024 19

- b. Housing Issues Working Group Work Plan 29

9.3 Outreach Working Group Update

- \*a. Outreach Working Group Meeting Notes - April 3, 2024 - REVISED 31

- b. Outreach Working Group Meeting Notes - April 16, 2024 37

- \*c. Outreach Working Group Meeting Notes - April 30, 2024 41

9.4 Transportation Working Group Update

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9.5 Strategic Planning Working Group Update (no copy)

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

**10. PUBLIC HEARINGS****11. DISCUSSION ITEMS****12. MOTIONS**

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| 12.1 | “Ability First” Annual Accessibility Fair – September 26, 2024                          | 47 |
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| 12.4 | Delegation to the Planning Committee Respecting the E-Scooter Pilot Program             | 59 |

**13. NOTICES OF MOTION****14. GENERAL INFORMATION / OTHER BUSINESS**

- 14.1 Amendments to the Outstanding Business List
- a. Items Considered Complete and Needing to be Removed:
- a. Establishing an Annual Accessibility Event
- b. Invitation to Dr. Richardson to Discuss Board of Health Changes and the Needs of Persons with Disabilities in Hamilton

**15. PRIVATE AND CONFIDENTIAL**

## 16. ADJOURNMENT



Hamilton

**ACCESSIBILITY COMMITTEE FOR PERSONS WITH  
DISABILITIES  
MINUTES 24-003  
4:00 p.m.  
Tuesday, April 9, 2024  
Virtually Via Webex**

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**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

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**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 14<sup>th</sup>

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 Housing Working Group Meeting Notes**

**April 16<sup>th</sup>, 2024**

**Virtual Teams Meeting**

**10:00AM – 12:00PM**

**Members in Attendance:** James Kemp, Paula Kilburn

**Also in Attendance:** Sam Hanna; Social Policy Analyst,  
Housing Services

**Members Absent:** Benjamin Cullimore, Hargun Kaur,  
Lance Dingman, Robert Westbrook

### **1. Welcome and Introductions**

**2. Approval of April 16<sup>th</sup> Agenda:** Agenda was  
approved

**3. Approval of March 19<sup>th</sup> Meeting Notes:** Meeting  
notes were approved

**4. Universal Design Motion Discussion w/Sam  
Hanna:** In Q4 2020, the HWG put forth a motion  
asking Council to make all City funded housing  
projects and renovations follow the principals of

“Universal Design”; some people know it as “Accessible Ready”. Sam Hanna is a social policy analyst and has been tasked with reporting what that might look like in practice. He attended the meeting to first get our take on Universal Design and ask us questions about how we see it implemented. Sam explained how he is trying to understand the overlapping regulatory issues and learning what changes can be recommended and what is out of our control at a municipal level.

Chair began by explaining how disability can happen to anyone and they often change over time, requiring different accommodations as we age. This can prove difficult if you have to move and search for appropriate housing that suits changing needs. While not everything can be foreseen, there are simple ways to make any home more accessible, like replacing door knobs with levered door handles, changing light switches for rocker switches and lowering their height, installing anchor points in walls for handrails or shower grab bars, etc.

Paula mentioned that the home she moved into was refitted to be more accessible.

Sam explained some of the list of questions he is trying to answer through discussion with other City departments, for example; if Universal Design is so

positive, why isn't it already used more in construction? Another question is; what sort of mandate can the City make and who would it affect? Chair replied that the original motion was referring to builds that are to some degree, City funded, for example: CityHousing Hamilton. Also mentioned some of our recent work with Amanda Warren-Ritchie regarding creating an accessibility department and how that might tie into this. We explained that we understood that the OBC sets a lot of the policy and we have no purchase to lobby change there, but we can suggest guidelines.

Sam then asked for clarification on our motion regarding who it would apply to or how we see it being applied. He pointed out that we mention City Funded buildings, but sees some issues with that as it is governed by the OBC. Sam explained how we cannot create a by-law as that would supersede OBC, but what we can do is surpass regulation on City Owned properties and that is within the realm of the possible. He also mentioned that requiring CityHousing to follow the guidelines is a tricky issue as it is an arms-length organization. He suggested that we can ask CityHousing to follow the principles of Universal Design within the residences themselves. Currently, they only incorporate it on the common spaces and Sam is waiting on an answer as to why.

Chair suggested it was because the AODA doesn't require accessibility within the home and only covers housing from a customer service standpoint. We then discussed the BFDG and how it was supposed to cover some of this, Sam mentioned it was written in the 2000's and doesn't cover inside the home as well. He further suggested this is where he might find leverage in his conversations with other City departments on what can reasonably be accomplished.

Sam explained how he is trying to put quantifiable numbers on the costs of incorporating Universal Design. In our motion it stated 1% of construction costs, but how is that quantified? Can a list of standards be created to quantify a building philosophy? What would those standards look like in a document?

We responded that we had that issue as well, what is accessible? How far do we go in this process? We cannot foresee every eventuality, but does this include high contrast tilework in the kitchens and bathrooms? If people have different issues and needs, what does appropriate attachment points behind the shower wall look like? We replied that we didn't expect everything, but we think it's important to keep having these conversations, and thinking of what hasn't been considered.

Sam suggested that he take what he has learned from us as a starting point and will circle back around after he has consulted with others for their perspective. We offered our services with any assistance he might require.

Sam then asked us if we were aware of the effort to harmonize building codes under a Federal standard to address some of the disparate codes across the country and is also meant to address accessibility needs. He did raise the concern that while accessibility is being addressed, it seems that residential homes will be excluded from the new regulations as well. This may severely affect its ability to make change. He will send us what he can on the new federal code as well as any further questions he might have.

- 5. Discuss Vice-Chair Nomination:** As it was just Paula and Chair, we tabled this for another day.
- 6. Review April's HWG Work Plan:** We went over the changes suggested at the last meeting and think it is ready for approval.
- 7. Review HWG's Report on RCFs:** Chair has not been able to finish this report and it will be tabled for another meeting.

**8. EHWG Cool Kit Distribution:** We have received 25 emergency cool kits from the Extreme Heat Working Group. While we were supposed to hand out much smaller information packets at upcoming events, we have received something else. They are to be distributed during heat emergencies to people that have no access to air conditioning. There is another version being developed for the homeless specifically, but requires training to distribute. We will demonstrate them at the upcoming Senior’s Kick-Off.

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

**10. Adjournment**

7.2(c)

CITY OF HAMILTON

M O T I O N

Advisory Committee for Persons with Disabilities:

December 8, 2020

MOVED BY J.

KEMP .....



SECONDED BY

.....

Accessible Housing (City Wide)

WHEREAS, the need for accessible affordable housing is at a crisis level;

WHEREAS, more than twenty two percent of Canadians have a disability;

WHEREAS, anyone can be born with a disability which can afflict them without warning, at any time in their lives and anyone of any age can be struck by illness or accident which creates a temporary or lasting disability;

WHEREAS, there is currently no law requiring that housing be accessible. The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) does not mention housing;

WHEREAS, the Ontario Building Code only requires that 15% of new apartments be “visitable”, not accessible enough to live there;

WHEREAS, both the AODA and the Ontario Building Code are in contravention of the Canadian Charter of Rights and Freedoms, Motion respecting Accessible Housing (City Wide) the Ontario Human Rights Code and United Nations Convention on the Rights of Persons with Disabilities. Barrier free housing is a human right;

WHEREAS, Hamilton does not need to wait for the provincial government to make changes to the laws. Change can be made at the municipal level by mandating universal design in all future City projects or any new development built with tax dollars and / or land made available by the City, and through agreements with developers. All new and renovated Hamilton community housing units must also be made accessible;

WHEREAS, the current Housing Unit Modification Guide focuses mainly on addressing the issues of people with mobility devices like wheelchairs, power chairs and scooters for example; there is a need to revise the current guide to include the needs of other disabilities, both visible and otherwise, in what is called Universal Accessible Design. This can include things like high contrast paint jobs in kitchens and bathrooms to make it easier for the visually impaired, audible and visible alarms as well as door bells, tuned so as not to trigger seizure disorders, and textured switches to name a few;

WHEREAS, the extra cost of incorporating universal design is less than one percent more when planned from the design stage. It is the renovation of existing housing that is costly; and,

WHEREAS, making all new housing accessible will reduce the City's costs for future long term care and residential

care facilities by providing more independent living choices;

THEREFORE, BE IT RESOLVED:

Motion respecting Accessible Housing (City Wide)

(a) That the Advisory Committee for Persons with Disabilities respectfully recommends that the City of Hamilton make all future and retrofitted housing accessible; and,

(b) That the Advisory Committee for Persons with Disabilities respectfully recommends that the City of Hamilton expand its Housing Unit Modification Guide to incorporate universal design in order to address the accessibility needs of those not yet represented.



## **Accessibility Committee for Persons with Disabilities**

### **Housing Working Group**

#### **Work Plan**

**April 2024**

#### **Vision Statement**

Everyone can live independently, with stability, equity, dignity and respect.

#### **Mandate**

To advise Council on the following issues:

1. Identifying and pursuing the removal of barriers to housing;
2. Preventing the creation of new barriers in housing;
3. Defining the needs of the disabled in the accessible housing system in order to be more inclusive;
4. Highlighting deficiencies in the accessible housing system and seeking solutions to address them;
5. Anticipating accessible housing needs for the future.
6. Making Housing in Place with services recognizing equity.
7. Representing the needs of unhoused persons with disabilities.

8. Suggesting ways to improve shelters to accommodate those with complex needs.

## **Mission Statement**

We are a voice for the needs of the disabled in order to provide stable, safe and accessible housing for all citizens, guided by the four pillars of IDEA: Inclusion, Diversity, Equity and Accessibility

# **ACPD's Outreach Working Group Meeting Notes**

**April 3<sup>rd</sup>, 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 3<sup>rd</sup> Agenda:** Agenda was approved.

**3. Approval of Mar 20<sup>th</sup> 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 16<sup>th</sup>, 2024**

**Virtual Teams Meeting**

**4:00PM – 6:00PM**

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

**Also in Attendance:** James Kemp Jr.

**Members Absent:** Robert Westbrook, Benjamin Cullimore

### **1. Welcome and Introductions**

**2. Approval of April 16<sup>th</sup> Agenda:** Agenda was approved with the logo discussion moved up first to accommodate James Jr.

**3. Approval of April 3<sup>rd</sup> Meeting Notes:** April 3<sup>rd</sup> meeting notes were approved.

**4. Accessibility Award Logo Discussion:** The group reviewed the two different logo designs. The first is a more detailed version with a mountain in the background symbolizing the barriers we face and a

more curved ribbon symbolizing the path of accessibility. The designer was on hand to answer any questions or address any concerns, but there was a consensus that the more detailed image was the best one. We will use that as the logo going forward with the Committee's approval. We do want to approve and keep the simplified image in case it will be needed to make a physical award. After we decide what the text should read, James Jr. will find/modify or create an appropriate font for the next meeting.

**5. OWG Vice-Chair Nomination Discussion:** Chair asked if anyone had any questions or thoughts on Vice-Chair. Some members asked a few clarifying questions and were interested in the idea of Co-Vice-Chairs. We will continue to discuss until we can have a meeting with all members in attendance.

**6. Accessibility Fair Discussion:**

- **Budget:** Chair reviewed the draft budget along with notes made for Rebecca. Unfortunately, Rebecca was unable to attend the meeting to discuss it with us. Chair will refine the budget further with Rebecca's assistance and will have a final version for next meeting.
- **Events:** We discussed possible events and what we want to see return. HSR/DARTS Station, Haptic

Station, Hearing Test Station, Yarn Bombing Station, Chair Wash Station, Maintenance Lessons Station, Repair Station, TEAD Horse station (Most likely will not contain horses) Guide Dog Puppy Station, Art Contest Judging Station. Chair mentioned that there is still roughly \$600 left in the activities budget that is not yet unallocated if anyone has any ideas they want to bring forward.

- **Advertising:** We discussed advertising, what worked last year and what needs to be vastly improved. Hope expressed interest in assisting with Social Media. James Jr. has offered his services as needed for graphic design work, this includes illustration, print media and ui/ux (web design). We expect the Art project and Awards program to generate interest for us as well. We will meet with communications soon and learn what their assistance entails and includes.
- **T-Shirts:** Chair asked what the group thoughts were on t-shirts and it was unanimously supported if the budget will allow for it. Chair will investigate and report back costs.

## **7. Accessibility Awards Discussion:**

- **Dais/Sound System/Tent:** We discussed an official dais or podia, but quickly decided against it due to many concerns. We will set up a mic stand,

but the City may want to have their triple H background for pictures. We may need to think about a small tent to protect the area from the elements, but we will avoid it if we can. Sound system needs to be better and stretch down the path to include everyone in the speeches.

- **Art Project:** we discussed the art project. Chair doesn't want to send out any documentation until it is approved, so we will set up a meeting with those involved to discuss rules, dimensions and limitations to name a few. Will report back afterwards.
- **Updating Nomination Form:** We discussed the only package we've received from Lisa so far. This is the nomination form and while what is said on it is important, the structure of the form is more what we have to focus on. Hope raised a concern about spacing and we will look into that.
- **Award Selection, Certificate Printing/Framing Costs:** We discussed the creation of an award for this year's event ranging from trophies to medals to cut glass sculpture. Will have more options soon. We also will provide a certificate in a matted frame.

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

**9. Adjournment**



## **ACPD's Outreach Working Group Meeting Notes**

**April 30<sup>th</sup>, 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 30<sup>st</sup> Agenda: Agenda was approved
3. Approval of April 16<sup>th</sup> 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

## Transportation Working Group Meeting Notes - March 24, 2024

1. Welcome.
2. Absents Tim M.
3. Received agenda and notes.
4. Discussion with Ron Bangleff about Accessible Taxis.  
Pre-pandemic the city had issued 40 licenses for accessible taxis with a \$5 incentive per trip. During the pandemic the city stopped paying the incentive and trips dropped. Many drivers returned their licenses, after the pandemic the trips were slow in returning. We now have 8 accessible taxis and no guarantee when they are on the road. Ron said that the city should not have given licenses to individuals, they should have gone to the taxi companies this way there was more control on services. It was suggested that bylaw and licensing should be invited to help understand how to change the lack of accessible taxis.
5. Working plan.  
Asked members of committee to come back with ideas for working plan.
6. OBL Ask committee members to think about items that should be on the OBL.
7. Adjournment



**12.1**

**CITY OF HAMILTON**

**MOTION**

**Accessibility Committee for Persons with Disabilities:  
May 14, 2024**

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

**SECONDED BY .....**

**“Ability First” Annual Accessibility Fair – September 26, 2024**

WHEREAS, the Accessibility Committee for Persons with Disabilities holds an Annual Accessibility Fair – “Ability First” - that will be taking place on Thursday, September 26<sup>th</sup> on the Forecourt of City Hall from 11:00 a.m. until 3:00 p.m.;

WHEREAS, the Accessibility Awards will be presented during the “Ability First” Accessibility Fair highlighting Accessibility Trailblazers making a difference in our community;

WHEREAS, to ensure robust attendance and proper advertising, the Accessibility Committee for Persons with Disabilities’ Outreach Working Group needs to reach out to members of the public, community groups, local stakeholders and media agencies in order to invite, organize and promote the event; and

WHEREAS, the budget, attached as Appendix “A”, for the “Ability First” Accessibility Fair and Accessibility Awards, requires approval from the Committee.

THEREFORE, BE IT RESOLVED:

That the Accessibility Committee for Persons with Disabilities’ be granted permission to speak to local agencies and the media for the purposes of organizing, inviting and promoting the “Ability First” Annual Accessibility Fair taking place on Thursday, September 26<sup>th</sup> on the Forecourt of City Hall from 11:00 a.m. until 3:00 p.m.; and

That the 2024 “Ability First” Accessibility Fair and Awards Budget, attached as Appendix “A” be approved.



**Appendix “A” to the Motion  
respecting “Ability First”  
Annual Accessibility Fair  
– September 26, 2024**

**Accessibility Committee for Persons with Disabilities  
“Ability First” Accessibility Fair  
and Accessibility Award Budget**

**Accessibility Awards \$9000 total**

Advertising	\$5000
ASL	\$1000
Award costs	\$1000
Equipment	\$1000
Contingency Fund	\$1000

**Accessibility Fair \$8000 Total**

Equipment Rental	\$3500
Lunch	\$1000
Advertising	\$500
Activities Budget	\$1250
• Haptic Station	\$350
• Artist Award	\$500
• Unallocated	\$400

**Appendix “A” to the Motion  
respecting “Ability First”  
Annual Accessibility Fair  
– September 26, 2024**

Parking Fees	\$170
Banner space	\$405
Website and Email	\$500
PPE Equipment	Approx.\$500
T-shirts	\$600
Contingency Fund	\$325

Any unspent money should be reallocated to contingency funding. Whatever is not spent will return to the ACPD Reserve Account.

**12.2**

**CITY OF HAMILTON**

**M O T I O N**

**Accessibility Committee for Persons with Disabilities:  
May 14, 2024**

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

**SECONDED BY .....**

**Attendance at the Seniors Kick-off - Information and Wellness Fair**

WHEREAS, the Seniors Kick-off – Information and Wellness Fair is being held on June 10<sup>th</sup> at Michelangelo’s Event and Conference Centre from 10:00 a.m. until 2:00 p.m.;

WHEREAS, Accessibility Committee for Persons with Disabilities’ Outreach Working Group’s main objective is to explore opportunities with other community agencies and organizations and attending this event falls in line with that goal;

WHEREAS, the Seniors Kick-off is a good opportunity to meet with the public and answer their questions and concerns; and

WHEREAS, the Outreach Working Group is organizing the Annual “Ability First” Accessibility Fair and attending events like the Seniors Kick-off is a good place to network with other groups.

THEREFORE BE IT RESOLVED:

That the Accessibility Committee for Persons with Disabilities pay the registration fee of \$50 from account 300303, in order to allow two members of the Outreach Working Group to attend the Seniors Kick-off Information and Wellness Fair on June 10<sup>th</sup>, 2024.

**12.3**

**CITY OF HAMILTON**

**MOTION**

**Accessibility Committee for Persons with Disabilities:  
May 14, 2024**

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

**SECONDED BY.....**

**Accessibility Committee for Persons with  
Disabilities’ Accessibility Award Logo Package**

WHEREAS, the Accessibility Committee for Persons with Disabilities’ Accessibility Award requires an appropriate logo to represent it on various media;

WHEREAS, the Accessibility Committee for Persons with Disabilities’ Outreach Working Group has developed several versions of the logo attached as “Appendix A” and is recommending the more complex image containing the mountain as the primary image;

WHEREAS, the secondary version is simplified and may be required sometime in the future for as yet unforeseen reasons; and

WHEREAS, having a variety of logo shapes and colour/grey tones would be beneficial as the Award develops.

THEREFORE, BE IT RESOLVED:

That the Accessibility Committee for Persons with Disabilities' Accessibility Award logo package attached as "Appendix A" be approved.

## Complex Image



Logo

## Simplified Image



Logo



Colour Image



Colour Image



Grayscale Image



Grayscale Image





## 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.



**12.4**

**CITY OF HAMILTON**

**MOTION**

**Accessibility Committee for Persons with Disabilities:  
May 14, 2024**

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

**SECONDED BY .....**

**Delegation to the Planning Committee Respecting  
the E-Scooter Pilot Program**

WHEREAS, the Accessibility Committee for Persons with Disabilities has significant concerns regarding the E-Scooter Pilot Program and has prepared a report on our experiences, safety concerns and barriers created during the first year the program has been in operation; and

WHEREAS, the Accessibility Committee for Persons with Disabilities would like to delegate to Planning Committee when the report respecting the E-Scooter Pilot Program is presented in order to provide anecdotal evidence, context and be available to answer questions if any should arise.

**THEREFORE, BE IT RESOLVED:**

That \_\_\_\_\_ be approved to delegate on behalf of the Accessibility Committee for Persons with Disabilities to the Planning Committee respecting the Accessibility

Committee for Persons with Disabilities' report on the E-Scooter Pilot Program.