

**Advisory Committee for Persons with Disabilities
Housing Working Group
Meeting Notes
2:00p.m. – 4:00p.m.
Tuesday, January 15, 2019
Room 193/City Hall
71 Main Street West**

Present: Mary Sinclair, Patty Lynes. John Hawker, Tom Manzuk
Jayne Cardno, Paula Kilburn

Guest: Darlene Burkett (Part)

1.0 Welcome and Introductions

2.0 General Discussion

Clear print guidelines indicate information to be available in 16 pt. Font.

- The working group to bring to ACPD the challenge of accessing printed material in 16 pt. Font.
- Ask ACPD to take a motion to General Issues Committee.
- Paula to do a presentation.

Post meeting note:

Clear print guidelines

What is considered to be clear print? Documents are considered to be clear print when they are clearly designed, easy to read and formatted in an accessible manner. City of Hamilton Guideline for Clear Print Guideline is:

- For e-mail – Arial 14 or Verdana 12

- For agendas, minutes and printed publications – Arial 12 or Verdana 12

Exceptions to clear print guidelines

- If departments produce documents that do not meet the clear, accessible and large print guidelines, due to design and formatting restrictions, provisions must be made to reproduce the document, in an alternate format, which meets the proposed guidelines, to suit the needs of the person with the disability, upon request.
 - Publications produced in a lower font(e.g. Waste Calendar & Recreation Guide) than the Clear Print Guidelines must also be available, on request, in both Clear Print (12 font) and Large Print (18 font) formats.
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3.0 Discussion regarding Improvements to the Application for Subsidized Housing

- The Access to Housing (ATH) with the City of Hamilton- Application for Subsidized Housing, dated June 2018 was provided to the Housing Working Group. This is the most recent version of the application.
- The Housing Working Group reviewed the application as follows:
 - Recommend the document be available in 16 Point Font.
 - Very difficult to find form on the City's web site;

- Also the new Housing Guide for Persons' with Disabilities is also very difficult to find on the City's web site. See link below.

❖ <https://www.hamilton.ca/city-initiatives/strategies-actions/housing-homelessness-research-and-planning>

- General Discussion:
 - Are we clear about the type of housing the application is for?
 - Q. Are there staff at shelters that help guide people through the application process?
 - In the application it is unclear the way housing is listed.
 - Where for example does Indwell; Victoria Housing fit in?
- Content:
 - Page 1
'To qualify for social housing in the City of Hamilton, applicants must: be 16 years of age or older and be able to live independently.'

Reference to independent living a concern.

- **Mail, fax or deliver your application**
Application should be fillable on-line;
- Page 2
Reference to Male or Female
should be removed
- Page 9
Reference to Independent living

- Page 10

Section 8: Special Needs

Discussion around the reference to a modified unit request and 'barrier free'

Special Needs covers a broad range of issues. This deals with only mobility issues.

No where in application does it discuss special needs.

Hope to have a list from Daniel Blake on accommodations (ie; roll in showers)

- Page 12

Application for Housing cont'.

Concern about cancellation of application if

Access to Housing is unable to contact

applicant. How is application contacted.

Phone/letter or email. Are the contacted in all three ways before there application is cancelled.

- Building Selection Form

Confusing Form. Does not list how many units are modified.

Redo the Building Selection form for people with disabilities and include the special needs form.

4.0 Discussion about the Access to Housing Form (ATH) Special Needs:

- Bring to ACPD a need for a motion for Housing to look at a revised Form for Housing to expand on the range of disabilities. Housing to take this up, and work with ACPD. Change the title of the form from special needs.

- Streamline w/Housing and Homelessness Action Plan.
- Edward Johns is the new Director of Housing, replacing Adam Sweedland.

5.0 AODA Compliance

- Discussed AODA compliance by 2025 and reference to 25% Accessible. Supportive Unit / Barrier Free.
- Patty to review prior to February meeting and report

6.0 General Discussion about Housing

- People fall through the cracks; housing is confusing.
- Does the general public understand the difference between city housing, public housing, social housing, provincial housing, federal housing?
- **CityHousing Hamilton**

In the housing and homelessness action plan update (HSC18017) (CityWide), Prepared by James O'Brien

April 13, 2018

'The direct program delivery will focus on continuous improvement and accountability through initiatives such as:

Streamlining the application process by implementing an online process and identifying other options for accessing the services.'

- What was currently available in the library about housing is no longer available because the red book-information Hamilton.

Meeting adjourned at 3:30

Next meeting: 19 February 2019