

Accessible Open Spaces and Parklands Working Group
Terms of Reference (Working Group Guidelines)
Draft 2
March 23, 2022

Purpose

The Accessible Open Spaces and Parklands Working Group (OSPWG) supports the work of the City of Hamilton's Advisory Committee for Persons with Disabilities (ACPD) by providing guidance to the Committee as it advises City Council on matters of accessibility and compliance with the Accessibility for Ontarians with Disabilities Act. Specifically, the working group focuses on open spaces, parklands and all components or facilities contained therein not regulated by statute or addressed under other ACPD working groups, except where specified.

Scope

The OSPWG scope shall include, but not necessarily limited to:

- City owned or leased open spaces, parklands and facilities contained therein;
- Parks, sports parks and outdoor recreational areas including play areas and play area structures;
- Outdoor recreational pools, splash pads and other related water facilities;

- Trails;
- Golf Courses;
- Outdoor dining sites including dining which encroaches sidewalks;
- Any AODA regulation insufficient for which upgraded accessibility is deemed necessary by ACPD or City staff;
- Any other outdoor spaces not specifically cited herein or at the pleasure of the ACPD or City Council and staff.

Outdoor spaces NOT typically in scope include, and not necessarily limited to:

- Sidewalks;
- Parking lots;
- Roads and highways;
- New building construction and related site plans;
- Any AODA regulations deemed sufficient by ACPD or City staff.

Membership and Administrative Assistance

Members of ACPD as assigned to the working group by the ACPD.

Staff members as assigned by senior staff and management.

Members of any other City Committee as may be assigned by invitation of the ACPD.

Meeting agendas shall be prepared by the Working Group chair in consultation with working group members and City staff.

For purposes of taking notes of monthly meetings, maintenance and distribution thereof, this will be undertaken by staff.

Any proposed guidelines, standards or related designs shall be maintained by staff, converted to technical requirements and reported to City Council as appropriate by staff.

Any final report due to Council respecting any design guidelines or standards shall be reported to City Council by staff following endorsement of the full ACPD.

Meetings

Meetings shall be held the fourth Wednesday of each month from 1:30 p.m. – 3:30 p.m.

Meetings to be held at City Hall, when in person, or virtually via the City's supported virtual meeting platform.

City staff, those who support the work of the ACPD, shall make arrangements for any virtual meetings or arrange meeting space at City Hall whatever is appropriate month to month.

Activities

Advise staff with the design of any open space and parkland facilities which comprise any part of City owned or leased open spaces and parklands as may be necessary.

Advise on the development of a range of accessible standard features regularly incorporated as part of many, or most parks and open spaces for staff reference when designing new projects.

Respond to any questions or concerns regarding open spaces and parklands which may be raised by the ACPD

Respond to any questions or concerns raised by City Council or staff as they relate to open spaces and parklands.

Review, as requested by staff, open space design standards arising from the AODA to determine suitability or need for upgrade.

Review any current open spaces under design as requested by staff or as may be permissible under the AODA.

Make any recommendations to staff or City Council respecting open spaces and parklands as may be necessary from time to time, even where such recommendations may be controversial.

Communicate with ACPD for referral to City Council any concerns regarding perceived contravention of the AODA in the design of any open spaces or parklands.

Communicate with any other ACPD working group where clear overlap exists, or in response to inquiries for information.