

# Outreach Working Group Meeting Notes

Tuesday June 21st, 2022

Virtual WebEx Meeting

4:00 PM – 6:00 PM

Those in Attendance: Patty Cameron, Paula Kilburn, James Kemp, Tom Manzuk, Aznive Mallett, Anthony Frisina

Also in Attendance: Sunil Angrish

Those Absent: Jayne Cardno

1. Welcome
2. Approval of June 21<sup>st</sup> Agenda: Agenda was approved with the following additions; Database project, Scooter Breakdown project, Accessibility Awards.
3. Outreach Working Group Chair: Patty nominated James as Chair and was unopposed.
4. ACPD Accessibility Fair 2022:
  - a. The Event: We took a few minutes to discuss the plans for the event itself. Aznive would give an opening introduction for the mayor to give his opening address(if he is available), followed by

Aznive again, followed by a land acknowledgement. We talked about having an indigenous representative give the acknowledgement. It was suggested that Anthony Emcee the event. Tom raised concerns about the fact the event would be taking place during the election cycle and might be considered a contribution.

- b. Presenter problem: We discussed the lack of available space inside City Hall for us to have a presenter portion of the event. It was found to be very expensive to have an accessible stage built for the day. Given the number of activities already planned, we decided to remove presentations from our event roster.
- c. Budget: We went through the budget and made adjustments to some of the initial figures and added some items like ID badges. Patty offered to loan us the use of her PA system so we could remove that. She also offered to donate a couple of coolers that she would fill with water bottles. The budget was approved with the changes.
- d. Stakeholder/Local Organizations Invite list: We discussed the list Paula was putting together for us to send out invites. We discussed some of the people that should be invited. Paula is finalizing it and trying to ensure the contact info is correct.

- e. Website and Media. We discussed the website, but as James didn't have access to the program yet, it was very brief. James provided the group some examples of the media he had mocked up. There were several suggestions and James will make changes and come back to the OWG before the next ACPD for final approval.
- f. Unofficial Release for Local Organizations/Stakeholders: We read through the release, Patty pointed out that James had misnamed her organization Steel City Rollers instead of the correct Steel City Wheelers, It will be adjusted. Aznive asked that we add a section asking them to send the release out to anyone that they think should be informed. It was approved for release.

## 5. Other Business:

- a. Database Project: Patty asked for an update on the project and wanted to ensure it was being shepherded through the process. Paula informed us that Jayne, Tom and herself would be attending an upcoming meeting with staff to discuss just that.
- b. Scooter Breakdown: Patty asked for an update on this project. Paula informed us that there is no update yet, that it is still working its way through staff.

c. Accessibility Awards: Patty asked for an update on the project, because she was hoping the first awards could be made to coincide with the event. As it is still being worked on by staff, it won't be ready until sometime next year hopefully.

## 6. Adjournment

### ACPD Accessibility Fair Budget As Of 17-06-2022

#### Operational Costs and Equipment

30 x 8' Tables	\$12.00 Per Unit	\$360.00
30 Basic Folding Chairs	\$2.00 Per Unit	\$60.00
20 Padded Chairs	\$4.88 Per Unit	\$97.60
12 Retractable Stanchions	\$19.69 Per Unit	\$236.28
Delivery And Pick Up Fee		\$69.99
1 Roll of Caution Tape	\$12.99 Per Unit	\$12.99
Parking Permits for Buses Determined		To Be

Food/Drink for 50 Volunteers \$11.00 Per Unit	\$550.00
Equipment To Set Up Activities	\$250.00
Taxes	\$212.79
Total	\$1849.65

### Advertising

Website Address and Support	\$106.22
Banner Reservation Fee	\$371.00

Banner Cost To Be Determined

Liability Insurance For The Banner To Be Determined

Additional Signage To Be Determined

Taxes	\$62.04
Total	\$539.26

### Presentation Costs

A lot of the budget was meant to pay for things like Closed Captioning and ASL. Now that we can't set up a space inside, we would have to set up a presentation space outside. The OWG needs to decide if we will try to add some sort of presentations outside or put our

focus on the more interactive portions of the event. The cost of a ramped stage is prohibitive. We may need some sort of audio equipment for presentations anyway if the Mobility Vendors require it.

PA System With Stand and Microphone

\$165.00

Food Service

Inspection Costs Per Vendor

\$41.80

A member of the committee is in negotiations with Mission Services to provide food service on a non-profit basis. In case that isn't possible, I looked into the costs of providing simple fare like hotdogs and veggie dogs and water. By the time I was calculating the cost of hand wash stations, grey water barrels and food handling training, I realized that it is just too complicated for us to do food service ourselves. I do not recommend this option for many reasons, none more so than it would require at least \$2000 to set up initially.

Virtual Event

We had initially planned to have the presentations available virtually. We can still do some sort of virtual presence with some of the students, but I cannot provide an estimate of costs at this time.

## Unofficial Stakeholder Release

On Wednesday October 5th, 2022, the Advisory Committee for Persons with Disability is putting on a major interactive event on the Forecourt surrounding City Hall. We are calling it ACPD's Accessibility Fair 2022 and the theme is "Ability First". It is from 11:00AM to 3:30PM

We cordially invite your organization to set up an informational table at the event and provide education to the public in attendance about what your organization does and how it affects or is affected by, persons with disabilities. The event should also provide a forum for you to converse with other like-minded groups. We are currently not allowed to sell product even for fundraising purposes.

Our interactive events are aimed at providing a fun or informative experience for all citizens of Hamilton whether they have a disability or not. We are planning to have various mobility device obstacle courses. We are having the Steel City Rollers do a square dancing demonstration. We are talking to Mobility device providers about teaching of new equipment, or demonstrating how to properly maintain a mobility

device. We are setting up a “Chair Wash” so people can get a quick wipe down of their device and maybe a quick tune up.

Do you have some ideas for an interactive activity? Please let us know as soon as possible and we will see what we can do to support your event.

We will have a conventional bus and a DARTS bus on site so able bodied people can try to board them with mobility devices and perhaps understand why we need the space we do. It will also provide an opportunity for people with mobility devices to try to board both vehicles so they can experiment in a safe environment.

We look forward to hearing from you and know that together, we can make this event a success. Advertising and website will be available as soon as it is approved by Council.