



Burlington's Accessibility Advisory Committee Meeting
Agenda

Date: November 14, 2024
Time: 7:00 pm
Location: Hybrid meeting- Virtual and Room 247 City Hall
Contact: Committee Clerk, Suzanne.Gillies@burlington.ca, 905-335-7600, x 7862

Pages

1. Land Acknowledgement:

Burlington as we know it today is rich in history and modern traditions of many First Nations and the Métis. From the Anishinaabeg to the Haudenosaunee, and the Métis – our lands spanning from Lake Ontario to the Niagara Escarpment are steeped in Indigenous history.

The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Indigenous nations to peaceably share and care for the resources around the Great Lakes.

We acknowledge that the land on which we gather is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

2. Declarations of Interest:

3. Approval of Minutes:

3.1 Approve the minutes from the meeting held September 12, 2024

3.2 Approve the minutes from the meeting held October 10, 2024

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4. Delegation(s):

5. Regular Items:

5.1 International Day of Persons with Disabilities (IDPD)

5.2 December meeting

5.3 Multi-year Accessibility Plan and survey results - Judi

5.4 Workplan working group update

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5.5 Coordinator's report - Judi

5.6 Updates from committees:

a. Seniors' Advisory Committee - Jill

b. Inclusivity Advisory Committee - Don

c. Integrated Transportation Advisory Committee - Pat

6. Other Business:

7. Adjournment:



Burlington Accessibility Advisory Committee Meeting

Minutes

Date: October 10, 2024
Time: 7:00 pm
Location: Hybrid meeting- Virtual and Room 247 City Hall

1. Members Present:

Don Prescott, Ken Harris, Cheryl Hurst, Pat Debly, Garth Napier, Deb Strum, Jill Randall, David Quezada, Brian Sylvester

2. Member Regrets:

Councillor Sharman, Adam Spencer, David Owen

3. Others Present:

Kaylan Edgcumbe (Manager, Integrated Mobility), Judi Lytle (Accessibility Specialist), Suzanne Gillies (Clerk)

4. Land Acknowledgement:

The Land Acknowledgement was read.

5. Declarations of Interest:

None

6. Approval of Minutes:

7. Delegation(s):

None

8. Regular Items:

8.1 Downtown Parking project - Kaylan Edgcumbe (Manager, Integrated Mobility)

Kaylan provided a presentation regarding the Downtown Parking plan (presentation attached). Judi confirmed that the link to the survey was previously sent to the committee.

The committee had the following questions and/or comments:

(Q) Is parking during special events included in the scope of the project?

(A) Yes, there are many events taking place downtown. Feel that there is missed revenue opportunities during events since parking is free during many events. Most people are coming from out of town for major events, local residents are encouraged to use shuttles, walking, alternate transportation options. Better wayfinding during events is an option as well, this is not limited to physical signage, but could include online apps that can direct people to available parking near by.

(Q) Is this an opportunity through this review to implement some additional standards in regard to accessible parking, for example the placement and design of automated payment kiosks and having all accessible spaces be type A? (A) Yes, absolutely. Staff is hoping to get standards in place that will be implemented downtown, then potentially implemented city wide.

Judi stated that many of recommendations in the Design of Public Spaces Standards review are things that the City started to undertake in 2016 and have already incorporated them in regular business.

MOTION: Approve the submission on behalf of BAAC of recommendations regarding the Downtown Parking project if the majority of the committee members agree to any of the recommendations in the Design of Public Spaces Standards review related to parking. CARRIED

8.2 Food for Feedback debrief

The committee discussed the Food for Feedback event and provided the following feedback:

- there was not as much traffic in booth area as last year, some additional signage could be helpful to find the path to the booths
- Cheryl compiled comments/feedback received and shared that with Judi who has added the comments to feedback received at other engagement opportunities
- Garth asked about seeing results from the 2023 and 2024 Food for Feedback events. Judi answered that she is waiting for direction on if she is able to release the information.

8.3 International Day of Persons with Disabilities (IDPD)

Cheryl provided the following updates regarding IDPD:

- communication has been sent to all the contacts that she has, but please forward to any connections you have with the school boards

Suzanne has made the request for the flag raising on December 3, 2024, still waiting for the time to be confirmed.

8.4 Workplan working group update

Jill provided the following updates regarding the workplan:

- the working group strategy is to first look at what the community is saying which is what generated some of the questions and emails that you may have been seeing, the voice of the community is critically important to ensure that the committee is doing what the community needs/wants
- looking at reference materials including recommendations made by other formal experts in the area of standards and AODA legislation
- trying to answer the questions: what are we going to do, why are we doing this, what are the steps we will take, what does success look like, what is the impact
- working on a document that will outline the committee mandate, aligns with the priorities of the City, and has the voice of the community
- looking for feedback from all members of the committee once we present the path forward, does it feel right to you? what are your thoughts
- planning to have something to the committee in December/January but working within any deadlines for Council approval

8.5 Request for additional accessible parking in an existing lot - Judi

Judi provided the following information to the committee in response to a members request for information regarding obtaining additional accessible parking in an existing private parking lot (specifically at the at 3465 Fairview Street adjacent to the new Kawartha Dairy).

- the parking for that site was approved many years ago when it was first developed
- the city has no mechanism to require a business to create additional accessible parking beyond what was previously approved

- Judi followed up with the zoning examiner to try to get better language to explain the zoning process for a property, his response was 'When a site is developed or it is expanded (building is increased) or redeveloped, a site plan application is submitted for review, in the instance of 3465 Fairview the site was developed prior to 1985 when there were no requirements for accessible parking whatsoever. We cannot require or force someone to put in an accessible barrier free space outside of the formal application process, where it is technically not required by the zoning by-law and zoning cannot dictate where the accessible spaces go, as there is no regulation in the zoning by-law for that.'
- the committee member has done all the right things by approaching the business owner to express his concerns, yet it has not resulted in a change

Brian asked that as an advisory committee could they not advise Council to make updating accessible parking a requirement when the need increases and exceeds the availability. Legacy should not supersede the needs of people needing access accessible parking. This is not the only parking lot that is older that needs improved accessible parking.

Ken commented that although it would be great if Council would take the advice to update accessible parking in older lots, could it not trigger a domino effect regarding other infrastructure that is older and not accessible, many buildings in the downtown are not accessible to mobility devices.

Pat reminded Brian that he can go to Council to delegate as a resident.

Garth asked if this could be part of the recommendations we are reviewing to forward to Kalyan? Suzanne suggested that they be kept separate as the parking lot in question is not Downtown.

Brian to send a summary on what exactly he would like to see changed, not specific to the 3465 Fairview parking lot, but in general for all out of date parking lots, Suzanne will follow up to see where staff are at in regards to the zoning by-law review project.

The committee is interested in a zoning 101, beginner info session on how the zoning by-law works.

8.6 #RespectTheSpace update

Judi advised the committee that the RespectTheSpace brochure has been updated and looks really great. If you feel comfortable, grab a handful and

keep them handy and help to educate people who are parking in accessible parking spots without a permit. Another positive note, Stephen Camm, Supervisor, Municipal Parking Operations has taken the artwork from the updated brochure to recreate a communication piece that is now being stapled to a ticket when an infraction is being made. Big win!

Judi will bring brochures to the next meeting for members that are interested in taking some.

8.7 Coordinators report - Judi

Judi provided the following update:

- working on providing comments to the zoning by-law review regarding accessibility
- upcoming Ministry of Seniors' and Accessibility AAC forum is back on the table, it was supposed to be on October 4, 2024 but was postponed, date to be determined

8.8 Updates from committees:

a. Seniors' Advisory Committee - Jill

Jill provided the following updates:

- Director of Burlington Transit provided a presentation, issues related to accessibility were 1) advocacy to ensure drivers do not move until riders are safely seated and secured and 2) the city is acquiring two more specialized transit vehicles, booking currently required to be done two weeks prior to the need which can be a barrier for those that need to get to a last minute dr. appointment, or a quick opportunity to attend a social event.

b. Inclusivity Advisory Committee - Don

Don provided the following updates:

- discussion regarding feedback from the Food for Feedback event and what the committee would do with the information
- worked on the 2024 workplan

c. Integrated Transportation Advisory Committee - Pat

Pat provided the following updates:

- talked about a cycling survey the committee is working on

- Food for Feedback comments not specific to accessibility, but in general related to safety
- discussing transportation safety for elementary school children, hoping to send a survey to parents regarding safety around getting to and from school
- Ken asked if Pat could bring it back to the committee the question of if a CNIB card could be used to get approval to use the specialized transit

9. Other Business:

Judi advised the committee that the province silently release the recommendation for the customer service standards changes today. Feedback is being received until January 9, 2025. Judi will send the link to the committee members for review. The tight timelines do not allow for time to have official comments approved by Council.

10. Adjournment:

Chair adjourned the meeting at 9:06 p.m.

2025 Work plan update and next steps

November Report Back



Status Update

WORKING GROUP MEMBERS: GARTH NAPIER, JILL RANDALL, DAVID OWEN

TWO IN-PERSON MEETINGS, EMAILS

DEVELOPED A PROJECT PLAN AND STATUS DOCUMENT, 2025 WORKPLAN TEMPLATE, AND BAAC SURVEY

ON TRACK TO HAVE THE WORK PLAN COMPLETED BY DECEMBER

Project Plan and Status

Action	Status	Assigned to	Timing
Discuss general approach and expectations in developing BAAC workplan.	Done	All	Oct.
Review and discuss key demographics that may assist in developing plan.	Done	GN	Oct.
Identify reference materials and other documents that may assist in developing plan.	Done	All	Oct.
Review BACC Terms of Reference (2017) and cross reference to work plan.	Done	All	Oct
Discuss/confirm potential key partners, stakeholders, allies and communities we may want to initiate or strengthen advice and/or relationships.	Done	All	Oct.
Discuss confirm key performance measures/outcomes.	I.P.	JR	Nov.
Identify recommended key actions/tactics for plan.	Done	All	Nov.
Develop Draft template for work plan.	Done	DO	Nov.
Develop and Survey BAAC members.	I.P.	All	Nov.
Develop draft plan.	TBD	TBD	Nov.
BAAC Feedback.	TBD	TBD	Dec.
Finalize plan.	TBD	TBD	Dec

Work Plan Template

• EXAMPLE

TOR Reference	Tactics /Actions	Partner	Budget	Lead	Key Outcome/Performance Measure
#1.a	<ul style="list-style-type: none"> Tactic 1 Tactic 2 Tactic 3 	N/A	\$xxxx	<input type="checkbox"/> XX	<ul style="list-style-type: none"> <input type="checkbox"/> Outcome/Measure #1 <input type="checkbox"/> Outcome/Measure #2 <input type="checkbox"/> Outcome/Measure #3 <input type="checkbox"/> Outcome/Measure #4
#2.c	<ul style="list-style-type: none"> Tactic 1 Tactic 2 Tactic 3 	SBAR	\$xxxx	Working group	<ul style="list-style-type: none"> <input type="checkbox"/> Outcome/Measure #1 <input type="checkbox"/> Outcome/Measure #2 <input type="checkbox"/> Outcome/Measure #3 <input type="checkbox"/> Outcome/Measure #4
#3.B	<ul style="list-style-type: none"> Tactic 1 Tactic 2 Tactic 3 	Special Olympians	\$xxxx		<ul style="list-style-type: none"> <input type="checkbox"/> Outcome/Measure #1 <input type="checkbox"/> Outcome/Measure #2 <input type="checkbox"/> Outcome/Measure #3 <input type="checkbox"/> Outcome/Measure #4

Appendix 1: BAAC Terms of Reference

Reports to Community and Corporate Services Committee.

BAAC shall:

1. Provide advice on the identification, removal and prevention of barriers to people with disabilities in the city's by-laws, policies, facilities, programs and services:
 - a) Work with the Accessibility Coordinator to develop achievable annual actions, communication plans and budgets.
 - b) Provide input to city staff and related boards and committees about reports, training and other relevant materials.
 - c) Maintain ongoing dialogue with the council representative for the BAAC about the mandate, annual priorities (action and communication plan) and accomplishments of the BAAC.
 - d) Keep current about council- approved policies and city related initiatives that may impact the committee and the needs of people with disabilities in Burlington.
 - e) Present an annual report to Budget and Corporate Services Committee.

Appendix 1: BAAC Terms of Reference (continued)

2. Provide advice on the implementation of the *AODA, 2005*, as required through regulation. The committee shall:

- a) Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice as required by the *AODA, 2005* and all subsequent regulations governing its implementation.
- b) Review in a timely manner the site plans and drawing described in section 41 of the *Planning Act* that the committee selects.
- c) Perform all other functions that are specified in the *Accessibility for Ontarians with Disabilities Act* and / or its regulations, including consultation requirements as outlined in the *Design of Public Spaces Standards* in the *Integrated Accessibility Standards*.

Appendix 1: BAAC Terms of Reference (continued)

3. Enhance awareness within Burlington about accessibility:

- a. Through the development and delivery of an annual Accessibility Award as part of the Burlington's Best Awards.
- b. Through public education opportunities as part of National Access Awareness Week.
- c. Through public education opportunities as part of the United Nations' International Day of Persons with Disabilities.
- d. Through periodic and scheduled educational, demonstration, trade show and display opportunities in partnership with other organizations in Burlington and Halton Region.
- e. Through other educational opportunities to communicate the activities and achievements of the committee.

Appendix 1: BAAC Terms of Reference (continued)

4. Liaise with various committees, organizations and groups with an interest in advancing disability issues in order to share information, best practices and other resources as it relates to accessibility in Burlington including participating with other Accessibility Advisory Committees at joint meetings, other related meetings and/or training opportunities.

Work Plan Engagement Survey

Column 1	Column 2	Column 3	Column 4
Activities identified in the 2024 Work plan.	Continue/discontinue 2024 activity.	A reminder of 2024 tactics/actions.	Proposed 2025 tactics/actions.
No Action required by BAAC members. (Information only)	BAAC members to select to either continue/discontinue this activity as part of 2025 work plan.	No Action required by BAAC members. (Information only)	BAAC members identify any additional actions that should be part of the 2025 work plan. BAAC members to identify any proposed action they disagree with.

(1) 2024 Work Plan Activities	(2) Continue/ Discontinue Activity. (Check one)	(3) 2024 Tactics/Actions	(4) Proposed 2025 Tactics/Actions
Provide advice to staff and council on accessibility in City of Burlington bylaws, programs, services and facilities	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Provided ad hoc advice during presentations from city staff. Delegation to COW re: electric charging stations.	<ul style="list-style-type: none"> • Research and proactively provide advice to staff/council on accessibility best practices (e.g. Design of Public spaces; Play spaces; and/or customer service etc.) • Delegation from BAAC, meet with each councillor annually to strengthen relationships and discuss specific or general accessibility issues. Provide report back to BAAC. • Continue to provide ad-hoc advice to city staff/council on various accessibility issues as identified. Other: _____ _____
Liaise and participate with other citizen advisory committees	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Invited SBAR to participate at Art Gallery of Burlington Living Lab installation. BAAC member represented on Transport, and Diversity committees.	<ul style="list-style-type: none"> • Organize networking/meet and greet (i.e. Market place) with other advisory committee members. • Share 2025 work plan with other committees. • Share tables at community engagement events, as appropriate (e.g. farmers market).

Work Plan Engagement Survey

(1) 2024 Work Plan Activities	(2) Continue/ Discontinue Activity. (Check one)	(3) 2024 Tactics/Actions	(4) Proposed 2025 Tactics/Actions
		Representative from SBAR on BAAC.	<ul style="list-style-type: none"> • Invite other advisory committee members to events promoted/sponsored by BAAC (e.g. Flag raising). Other: _____
Outreach activities	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Art Gallery of Burlington Living Lab installation.	<ul style="list-style-type: none"> • Identify other accessibility organizations in community to engage with. • Organize meet and greet with organizations. • Consider installation/partnership with Art Gallery of Burlington (AGB), Performing Arts center and/or Botanical Gardens (RBG) etc. (e.g. with disability theme.) Other: _____
Participate in BAAC led events and initiatives (special Olympics)	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	<ul style="list-style-type: none"> • Met weekly with new amputees and monthly with them as well. • Met with the special Olympians re golf, basketball, floor hockey, bottle drive fund raising. 	<ul style="list-style-type: none"> • Meet weekly with new amputees and monthly with them as well. • Meet with the special Olympians re golf, basketball, floor hockey, bottle drive fund raising. Other: _____

Work Plan Engagement Survey

(1) 2024 Work Plan Activities	(2) Continue/ Discontinue Activity. (Check one)	(3) 2024 Tactics/Actions	(4) Proposed 2025 Tactics/Actions
Continue to create connections with residents	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Table at Transit Fair. Table at Fall Farmers Market.	<ul style="list-style-type: none"> Identify outreach venues (e.g. Farmer’s Market, festivals, community events) # of events in 2025 <input type="checkbox"/> 3 Events <input type="checkbox"/> 5 Events <input type="checkbox"/> 7 Events Other: _____
Support Transportation staff with Respect the Space	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Updated respect the space brochure.	<ul style="list-style-type: none"> Distribute brochures to parking enforcement to use as an educational tool Distribute brochures to key outlets, other advisory committee members. Have brochures available at BAAC events. Other: _____
National Access Ability Week (NAAW)	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Participated in Flag raising. Story time at library.	<ul style="list-style-type: none"> Invite other citizen advisory committees to Flag raising. Story time at Library. Other: _____
Food for Feedback	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Participated with booth.	<ul style="list-style-type: none"> Develop a feedback tool that provides timely feedback on key accessibility successes/needs/issues

Work Plan Engagement Survey

(1) 2024 Work Plan Activities	(2) Continue/ Discontinue Activity. (Check one)	(3) 2024 Tactics/Actions	(4) Proposed 2025 Tactics/Actions
			<ul style="list-style-type: none"> • Participate with booth Other: _____
Accessible Trick or Treat	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Provided signs at Farmers market.	<ul style="list-style-type: none"> • Continue to provide lawn signs at community outreach events. • Partner other community group(s) to distribute signs. (e.g. ROC) • Engage City communication’s digital team to promote distribution of lawn signs. • Provide councillors with article on accessibly Halloween for their consideration to include in their newsletters. Other: _____
Internation Day of Person living with Disability	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Invited members to attend flag raising. Engaged promoting creation of displays at city hall.	<ul style="list-style-type: none"> • Invite other citizen advisory committee members to attend flag raising. • Invite other accessibility community groups to attend flag raising. • Engage in promoting creation of displays at city hall. Other: _____

Work Plan Engagement Survey

(1) 2024 Work Plan Activities	(2) Continue/ Discontinue Activity. (Check one)	(3) 2024 Tactics/Actions	(4) Proposed 2025 Tactics/Actions
Accessibility Award. Award Presented during NAAW (Named after Ron Balika)	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	No actions identified/taken in 2024. Deferred to 2025.	<ul style="list-style-type: none"> • Develop approach to select recipient. • Accessibility Award Nominees Present award. Other: _____
Populate Access now with accessibility Burlington locations	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	Presentation to committee members to encourage populating the app.	<ul style="list-style-type: none"> • Host a mapping event. • Engage City communication’s digital team to promote app. • Provide councillors with article on app for their consideration in newsletters. Other: _____
Support staff with hosting Joint ACC Halton Meeting	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	No actions	
Booth at Burlington center	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	No actions	
Attend Apply line Street festive and	<input type="checkbox"/> Continue <input type="checkbox"/> Discontinue	No actions	

Work Plan Engagement Survey

(1) 2024 Work Plan Activities	(2) Continue/ Discontinue Activity. (Check one)	(3) 2024 Tactics/Actions	(4) Proposed 2025 Tactics/Actions
Orchard Park community picnics			