



Burlington's Accessibility Advisory Committee Meeting
Agenda

Date: June 18, 2026
Time: 6:30 pm
Location: Burlington Central Library Branch- Frank Rose room
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 Iroquois Confederacy, the Ojibway, and other allied 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 May 21, 2026

1 - 4

4. Delegation(s):

5. Regular Items:

5.1 Green Lanyard Initiative - Alison Policicchio (Marketing Director Burlington Downtown Business Association)

5.2 2026 Municipal Election Accessibility Plan - Shauna Danton (Coordinator, Elections & Protocols)

5 - 10

5.3 Burlington Public Library Program Accessibility Questions - Tammy Csajaghy (Manager, Programming & Partnerships)

11 - 12

5.4 National AccessAbility Week review - reflection on activities

5.5 Food for Feedback

5.6 Advisory Committee review

[Link to report](#)

5.7 Sherwood Forest Park Concerns

5.8 Updates from Committees:

a. Seniors' Advisory Committee

b. Inclusivity Advisory Committee

c. Integrated Transportation Advisory Committee

6. Other Business:

7. Adjournment:



Burlington Accessibility Advisory Committee Meeting

Minutes

Date: May 21, 2026
Time: 6:30 pm
Location: Burlington Central Library Branch- Frank Rose room

1. Members Present:

David Owen, Jill Randall, Sona Rai, Emily Stillwell, Garth Napier, Lucy Nixon

2. Member Regrets:

Tammy Lyle-Gravlev, Meg DeForest, Amy DeHueck, Deb Strum

3. Others Present:

Councillor Sharman, Dzenana Zildzic (Accessibility Specialist), Suzanne Gillies (Clerk)

4. Land Acknowledgement

The Chair read the Land Acknowledgement.

5. Declarations of Interest:

None

6. Approval of Minutes:

6.1 Approve the minutes from the meeting held April 9, 2026

On motion the minutes from the meeting held April 9, 2026 were approved as presented.

7. Delegation(s):

None

8. Regular Items:

8.1 Staff updates - Dzenana

Dzenana provided the following updates to the committee:

- as a follow up to the Committee's request to learn about park classifications and potentially create a parks strategy similar to the trails strategy, staff would like to ensure engagement in a meaningful way and will be a focus of the parks team workplan in 2027
- after speaking with Planning staff regarding attending a future BAAC meeting, staff requested some more details on what exactly the committee would like to learn about from them, to narrow down the scope of interest
- Accessible Sport and Art Fair is on Saturday June 13, would the committee like to participate, details regarding the event were shared with Dzenana and she will forward them to the committee members

Garth will take the lead on connecting with committee members to see if there is interest in participating at the fair, if there isn't enough interest then they will not participate this year.

Committee members confirmed that what they are looking for from Planning staff is to understand the process on how policy is developed, how the engagement piece works in general, how engagement could work specifically with legislated bodies like BAAC. Do staff have any ideas how BAAC can be better engaged in the planning cycle, where can BAAC provide the best advice to influence positive outcomes.

8.2 National AccessAbility Week (NAAW) - May 31 - June 6 - Dzenana, Emily, Suzanne

No updates

8.3 Committee outreach opportunities

Suzanne to follow up with Cheryl regarding the list of outreach activities and what the status of participation is for each.

Jill suggested that the committee take a look at the opportunities to confirm what is achievable for the rest of the year given that June is the last meeting for this year. Suzanne confirmed that City staff will still be able to support the committees engagement opportunities. Add this to the June agenda to review and make discissions.

8.4 CIP Amendment delegation and National Housing Council Opportunity - Garth, Lucy, Jill

Garth advised the committee that the BAAC delegation was successful and acknowledged Lucy's leadership. The delegation from BAAC was focused on the fact that the money received from the Accelerator Fund didn't include anything to encourage accessibility or accessibly build homes. The goal was to have the city think about how this could be incorporated. Committee members were very supportive and engaged with the delegation. The delegation resulted in a meeting with city staff where they indicated where some of the funding could be used for accessible build homes.

Councillor Sharman thanked the committee for bringing awareness to the issue, it may not be a long term solution but a great beginning.

Jill thanked staff for being open to working with committee members to find solutions.

The committee discussed and decided that if members of the committee wanted to participate in the National Housing Council written conversation they could do so as individuals but not as a BAAC committee member. Dzenana has shared the link with committee members and will reshare, submissions are expected by June 5.

8.5 Workplan updates - All

No updates

8.6 Green Lanyard Project update - Emily

Emily advised the committee that she met with Alison from the Burlington Downtown Association to discuss an initiative they started in the Downtown that has since expanded to the Aldershot BIA as well as Burlington Public Libraries. Idea behind the initiative is to start bringing awareness around neurodivergences, the need for some patience, grace and understanding when someone is in a public space that might need extra care and the interaction may look different.

8.7 Food for Feedback

The committee discussed participating at the Food for Feedback event in September. Committee members suggested coming back to the June meeting after the two working groups connect to discuss the opportunity.

8.8 Updates from Committees:

a. Seniors' Advisory Committee - Jill

Jill advised the committee that Meg DeForest from the Burlington Public Library attended the meeting to discuss feedback methods, similar to the discussion that took place at BAAC previously.

b. Integrated Transportation Advisory Committee - Garth

Garth advised the committee that the Trails Strategy project was presented at the last meeting with a focus on enforcement of the use of trails. On Monday there is a roundtable event on road safety and traffic with the Mayor. Issues that they will be bringing if given the opportunity to provide feedback are spillover onto local roads from the highway, overall population growth has increased traffic faster than infrastructure growth, poor traffic light coordination, road safety, and inconsistent street parking rules and enforcement.

Jill suggested looking at the spreadsheet of feedback the committee has received at past engagement events.

c. Inclusivity Advisory Committee - Lucy

No update

9. Other Business:

9.1 Good news round table - all

Garth mentioned that all the portable washrooms installed by Beachway Park along the path are accessible.

10. Adjournment:

Chair adjourned the meeting at 7:25 p.m.



2026 Election Accessibility Plan

In accordance with section 12.1(2) of the *Municipal Elections Act, 1996*,
Issued by the Election Office for the 2026 Municipal Election

City of Burlington | 426 Brant Street Burlington, ON L7R 3Z6

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Overview

The 2026 Election Accessibility Plan provides an overview of initiatives for the upcoming election, aimed at improving accessibility for voters and candidates during an election. It is a living document that may be updated as additional considerations are reviewed.

The main objective of the plan is to identify and eliminate barriers for persons with disabilities to ensure that the election is accessible for all. The plan is organized into the following key areas: mandate and legislative requirement, understanding disability, consultation, voting locations, voting methods, communication and access to information, and recruitment and training.

Mandate and Legislative Requirement

The City of Burlington is committed to providing electors and candidates with disabilities equal access to all election information and services. A key strategic objective of the Burlington's Strategic Plan Horizon 2050 is to be an accessible city where municipal programs, buildings, services and public spaces are accessible, available and welcoming to people of all abilities.

The *Municipal Elections Act, 1996*, (MEA) states in section 12.1(1) that a clerk shall have regard to the needs of electors and candidates with disabilities, and section 12.1(2) indicates that the clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities. Section 12.1(3) provides that the clerk must provide a report 90 days after Voting Day regarding the identification, removal and prevention of barriers that affect electors with disabilities. Furthermore, section 45(2) indicates that in establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

Understanding Disability

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) defines disability as follows:

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) A condition of mental impairment or a developmental disability.
- c) A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) A mental disorder, or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Consultation

The Burlington Election Management Team will present the plan to the Burlington Accessibility Advisory Committee for input and feedback. Furthermore, the 2026 Election Accessibility Plan will be posted online for public review and input. This is a living document and will be updated accordingly. The Election team will also conduct consultations as needed to ensure accessible customer service throughout the election.

Voting Locations

The *Municipal Elections Act, 1996*, states that each voting location place must be accessible to electors with disabilities. The City of Burlington will have a total of twenty-seven in-person voting locations. This number includes three advance poll locations and 24 Voting Day locations. The following will be implemented to ensure voting locations are accessible to all electors:

- a) Site inspections conducted for all proposed voting locations prior to finalizing the list of voting locations to ensure each one meets the accessibility requirements.
- b) For any locations with accessibility concerns, remediation plans will be put into place to address any issues prior to advance voting and Voting Day.
- c) For any locations where accessible parking is not sufficiently close to the location entrance, or there isn't a sufficient number of spaces, accessible parking spaces will be established with signs and marking tape.
- d) For any locations where the entrance does not have working automatic door openers, an election worker will be assigned to open the doors and direct voters to the voting place.
- e) Clear and visible signage will be placed on the exterior and interior of the voting location to direct electors to the voting place.
- f) Routine checks of voting locations will be made throughout the day to ensure exits, entrances and paths of travel remain barrier free.
- g) Voting location layouts will be provided to election workers to ensure the set-up of the voting place is accessible to electors.
- h) Chairs will be available for electors who are unable to stand while receiving or marking their ballot.
- i) Service animals and support persons will be welcome in all voting locations.
- j) Each voting location will be provided with supplies such as magnification screens and signature guides.
- k) Electors can vote at any voting location during advance vote or at any location in their ward on Voting Day.

Voting Methods

The City of Burlington will offer electors with a variety of voting options in the 2026 Municipal Election, including online voting, in-person advance voting, proxy-voting, in-person voting on Voting Day, and special voting opportunities in congregate living settings (institutions, as defined in the MEA) such as long-term care and retirement homes.

Online Voting

- a) Online voting will be offered over a ten-day period during which electors with disabilities can use accessibility features available on their own devices such as their smartphone, computer, or tablet, to cast a vote independently. Additionally, online voting will provide an option for electors unable to attend a voting location to vote independently.
- b) The City's online voting system is designed to meet WCAG 2.0 guidelines.
- c) Individuals who are unable to vote using the internet from home can visit a Burlington Public Library branch to access online voting via a computer.

In-person Voting with Paper Ballots

- d) In-person advance polls and voting day polls will have magnification screens, and trained staff will provide assistance to electors when requested. Electors may also bring a support person for assistance. Should an elector be unable to physically enter a location, election workers can provide curbside voting.
- e) Proxy voting will allow electors who are unable to attend a voting location to appoint another eligible elector to act on their behalf to vote.
- f) Providing voting locations in congregate living settings (institutions, as defined in the MEA) and retirement homes on Voting Day will allow electors to cast their ballot where they live. Voting locations in congregate living settings (institutions, as defined in the MEA) or retirement homes are available for residents of those locations only.

Communication and Access to Information

The City of Burlington Election Team will ensure the following to remove barriers surrounding communication and access to information:

- a) Election information will be available online in clear and simple language.
- b) Election information will be continuously updated to reflect the most recent developments.
- c) All election webpages will be W3C Consortium WCAG 2.0 Level AA compliant.
- d) Information about voting places will include accessibility information.
- e) Election information will be provided in alternate formats upon request.
- f) Instructions on how to vote will be provided in multiple languages.
- g) Notice of Disruption of services will be posted on the City's election website and will include information on the reason, the duration of the disruption and alternate locations to vote.
- h) Information about voting options will be clearly communicated to electors and candidates.

Recruitment and Training

The City of Burlington will provide accessible customer service and ensure all workers are well equipped to assist electors by:

- a) Providing training for election staff on accessibility requirements, serving people with disabilities, and on the accommodations and services available to assist voters.
- b) Requiring that all staff complete accessibility training.
- c) Requiring election workers to periodically check access doors and parking area to ensure electors can enter the location with ease.

Election workers will be provided the opportunity to indicate any accommodations they may require to work on advance polls or on Voting Day. The Election Team will strive to provide accommodations to staff and will actively promote employment opportunities to persons with disabilities and organizations serving people with disabilities.

Feedback and Updates

This plan is a living document that may be updated as required and necessary. The Election Team welcomes feedback on how to ensure the 2026 Election is accessible for all. Contact the team via email at elections@burlington.ca

In accordance with the *Municipal Elections Act, 1996*, section 12.1(3), the clerk will prepare a report within 90 days after Voting Day regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities, and will make the report available to the public. The report will examine the effectiveness of accessibility initiatives proposed in this plan.



Thank you for making space for me on your agenda. I appreciate you taking the time to review and consider the following questions regarding program planning, descriptions, and making community connections.

1. What are the most common barriers people with disabilities face when attending community programs?
2. What are the best practices for writing program descriptions that clearly convey the sensory, cognitive, and physical environment so patrons with special needs know exactly what to expect?
3. What specific accessibility markers, details, or "know before you go" FAQs should always be included in library promotional materials to reduce barriers to attendance?
4. Are there local organizations or community groups we should partner with to improve accessibility in our programs?

Current Program Descriptions & Suggested Revisions for Review

Family Storytime: Read, write, talk, sing and play along with us at Family Storytime! Perfect for families with children ages 5 and younger.

Gemini (Ai) suggested add-on:

- What to expect: This is a high-energy, active program with singing, movement, and group play.
- Our environment: We welcome all types of participation—children are free to move around, sit, or stand as they need. A visual schedule will be posted so children know what is coming next, and a quiet "take-a-break" space is available right inside the room if things get overwhelming.

Adult book club: Meet fellow readers, make lasting friendships, and read great books! First we meet & mingle, and then our expert staff guides a lively discussion about



thoughtfully selected titles—from classics to new releases. Bring your enthusiasm and love of reading, even if you don't get a chance to read this month's title.

Gemini (Ai) suggested inclusion:

- **The Discussion:** Participation is entirely voluntary. You are welcome to actively share your thoughts or just sit back and listen to the conversation. No one will be put on the spot.
- **Formats:** We choose titles that are widely available in multiple formats, including large print, audiobook, and eBook. Need help accessing a format that works for you? Just let our staff know.
- **The Space:** Held in our closed-door meeting room to ensure a quieter environment with minimal background noise and distractions. The room features comfortable seating and accessible pathways.