

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.