

# Accessibility Measures



12/1/2022

Accessibility Report



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## Introduction

This Accessibility Measures Report for the 2022 City of Brampton Municipal and School Board Election is a requirement under the *Municipal Elections Act, 1996* (MEA), as amended.

In early 2022, the City of Brampton published its Accessibility Plan for the 2022 Municipal and School Board Election, also a requirement under the MEA. The plan is available on the City's website.

The MEA states the following:

Section 12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

Section 12.1 (2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.

Section 12.1 (3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

Section 45 (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

The *Accessibility for Ontarians with Disabilities Act, 2005*, defines a disability as follows:

- Section 2 (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*; (“handicap”)

The plan also integrates the City's commitment towards accessibility, as communicated through the City's draft 2022-2026 Multi-Year Accessibility Plan, which includes the following statement:

The City of Brampton is dedicated to continuously enhancing its municipal programs, services, information, web content, public spaces, and facilities to ensure that individuals of all abilities have equitable access to all aspects of the community.

The City of Brampton is committed to upholding and complying with the legislative requirements outlined in the Accessibility for Ontarians with Disabilities Act (AODA) S.O. 2005, c. 11 and achieving the goals established in the Multi-Year Municipal Accessibility Plan.

The Accessibility Team and the Accessibility Advisory Committee (AAC) are committed to working together to reduce, remove, and prevent barriers while embodying AODA's four core principles of: dignity, independence, integration, and equitable opportunities for all.

This Accessibility Measures Report outlines the steps that were taken by the City of Brampton Election Office to address accessibility requirements in an attempt to ensure that the 2022 Brampton Municipal and School Board Election was accessible to all electors and candidates. This report is intended to meet the above legislative requirements and the City's statement of commitment towards accessibility.

This report was reviewed by the City's Accessibility Coordinator.

## **Voting Locations**

### **Selection of Voting Locations**

The MEA states that each voting place must be accessible to electors with disabilities.

In the spring of 2022, staff from the Election Office completed site inspections of proposed voting locations in Brampton. Over 180 locations were inspected, including schools, City of Brampton recreation centres, churches and long-term care facilities.

A checklist for each location was completed to maintain a consistent approach during inspections. Prior to using the checklist, it was reviewed by the City's Accessibility Coordinator to incorporate their knowledge on current accessible considerations. For example, a category identifying measurements above current accessibility requirements was added to the checklist to support the selection process.

Items on the checklist included whether or not a location had an automated door, level entrances, accessible parking and a reasonable distance from the parking to the voting area. This checklist ensured that locations selected were the most accessible to electors. Appendix A is a copy of the checklist used by the Election Office.

### **Voting Location Accessibility**

Voting Location Entrance:

Voting locations were inspected to ensure that entrances were wide enough for a person with a mobility disability to pass through. If the main entrance to the voting location was inaccessible or not within close proximity to the voting area, another accessible entry point was used. A door person was assigned at every school during voting hours to assist with opening the doors for electors and directing them to the voting area.

Signage:

All voting locations were clearly marked on the exterior of the building/facility with an orange City of Brampton "Vote Here" sign. Where

the voting location entrance was not the main entrance and/or the voting location was large with multiple entrances, additional exterior signs were used to direct electors to the entrance.

Internal directional signage (arrows and “Voting”) that met the City of Brampton’s visual standards was used at all voting locations. Locations with longer hallways to the voting area were provided with additional signage. Other directional signage included “Voting Location” and “Accessible Entrance” signs.

#### Voting Area:

All election workers were provided with a sample of the voting location set-up as part of their training materials. Location set-up followed a standard perimeter set-up to reduce barriers in the voting area and improve flow from entrance to exit. During the training sessions election workers were instructed to set up at least one accessible voting area; these areas had a four-foot clearance around the entire table to allow a person with a mobility disability to maneuver around the voting area with ease to vote independently and in secrecy.

#### Accessible Parking:

Designated parking for people with disabilities was provided as close as possible to the entrance of the voting location. Accessible parking spaces were clearly posted and marked.

Temporary signage was provided and installed by the Public Works and Engineering Department when a voting location did not have adequate accessible parking in proximity to the voting location entrance.

## **Voting Methods and Elector Assistance**

### **Accessible Voting Equipment**

Accessible voting equipment was available at each Advance Voting location and at one designated location in each ward on Voting Day to assist electors with disabilities to vote independently. Information on

accessibility and the election, including a list of accessible voting locations was available on the City's website.

A dedicated position was hired for locations with the accessible voting equipment, and election workers in the role were trained on how to use the equipment to assist electors, including the accessible voting tools. The accessibility tools available with this equipment include headphones (audio ballot to hear options), high contrast viewing, braille keypad, Sip-N-Puff device and Rocker Paddle.

### **Assistance with Marking the Ballot**

Election workers were provided instructions and tips in their worker manual on how to assist electors with various types of disabilities, language barriers or different cultural/ethnic backgrounds.

Election workers, if requested by an elector, were permitted to assist with marking the ballot. As an alternative to receiving assistance from election workers to mark their ballot, an elector could request assistance from a "friend". The person appointed as a "friend" was required to take an oath to accompany the elector to the voting screen.

### **Use of Interpreters**

Election workers could act as interpreters at all voting locations to translate information to electors who were unable to understand voting instructions in English. An elector was also permitted to bring their own interpreter. The person appointed as "interpreter" was required to take an oath prior to interpreting voting instructions.

### **Magnifying Screens**

Each voting location was supplied with magnifying screens for use by electors with a visual impairment.

### **Pad of Paper**

As part of their supplies, election workers were provided with a pad of paper to communicate with electors with a hearing impairment.

## **Service Animals**

Electors and candidates were permitted to enter a voting location with their service animal.

## **Curbside Voting**

Curbside voting was available at all of our voting locations for any electors unable to enter the voting location once on-site. The curbside voting service permitted election officials to bring the ballot to the elector anywhere on the location premises where they could mark it in secrecy.

## **Voting by Proxy**

An eligible elector who was unable to attend a voting location in person could appoint another eligible elector to vote by proxy on their behalf at an Advance or Voting Day location.

## **Home Voting**

By-law 266-2021 was passed in November 2021 to authorize the Home Voting Service, where electors could request to vote at home if they were homebound due to illness, injury or disability. The service was delivered for three days during the Advance Voting period with two election officials attending the home of the elector to issue the ballot. Electors were provided the tools to mark the ballot in secrecy and deposit it into a ballot box.

Similar to a voting location, election officials carried tools to assist with communicating with the elector, or to address accessibility requirements, for example a magnifying screen and a pad of paper. In addition, election officials were able to act as a “friend and/or interpreter” or deliver the oath to a “friend” of the elector.

In 2022, election officials delivered service to 51 electors through 39 home visits.



## **Access to Information**

### **Provision of Election Information**

#### *Alternate Formats*

Candidates, electors and workers were able to receive information and copies of election documents in alternate formats upon request to the City Clerk's Office.

#### Translation of Elector Information:

By-law 267-2021 was passed in November 2021 so that elector information could be translated into the City's languages spoken at home by at least 0.5% of the population, plus French and Italian. Languages translated included:

- French
- Punjabi
- Urdu
- Gujarati
- Tamil
- Hindi
- Spanish
- Portuguese
- Tagalog
- Vietnamese
- Italian

How to vote information was available in all of the above languages, at each voting location. Election officials were able to communicate directions using multilingual reference sheets and translated directions were also posted at each voting screen.

### **Information Booths**

To make the entire election process accessible to as many electors as possible, members from the Election Office managed information booths

during the week and on weekends leading up to the election at the following events/locations:

- Brampton Celebrates Pride – Garden Square
- Farmer’s Market (present at five)
- Canada Day – Chinguacousy Park
- Emancipation Day – Emancipation Park
- Recreation Centre pop-up (present at five)
  - Gore Meadows Community Centre
  - Cassie Campbell Community Centre
  - Earnscliffe Recreation Centre
  - Susan Fennell Sportsplex
  - Greenbriar Recreation Centre
- Bramalea City Centre pop-up (two days)
- Transit Customer Appreciation Week (four days)
- Seniors Fair – Bob Callahan Seniors Centre

The information booths provided electors opportunities outside of normal business hours to confirm or update information on the Voters’ List, ask questions about the election, apply to work the election, etc.

### *Virtual/Online Presence*

Online presence with a QR code leading to information regarding the election was available at:

- Movie Nights – (August to September – three times per week)
- Mount Pleasant Square
- Century Gardens Recreation Centre
- Garden Square
- Chinguacousy Park

Election related materials and handouts were placed in main areas or on front counters for the public to view and/or take at:

- Recreation centres
- Brampton Library branches
- Recreation Job Fair – Susan Fennell Sportsplex
- Nurturing Neighbourhood Walks (three events/locations)

- Arts, Culture & Creative Industry Development Agency (ACCIDA)  
Artist Market

## **Training**

An Inclusive Customer Service component was included as part of the training for all election workers, highlighting the following:

- Legislative requirements for accessibility
- Embracing Brampton's diversity
- Flexible service that meets the needs of each individual customer
- Use of gender neutral language

The Election Office also provided accommodation for election workers with disabilities, including ensuring accessible training facilities and assisting election workers with disabilities with their work placements.

## **Advance Voting**

### **Five days of Advance Voting opportunities across 10 locations**

The Election Office aimed to provide greater accessibility for electors with five days of voting occurring in advance of Voting Day. This election, Diwali and Bandi Chhor Divas took place on Voting Day, so Advance Voting was encouraged for members of the community who would be busy celebrating Diwali and Bandi Chhor Divas.

Advance Voting began on Friday, October 7 at City Hall, and then expanded to three locations on October 8 and 9. The following weekend of Advance Voting took place at ten locations (one in each ward) on October 14 and 15.

In 2018, Advance Voting was offered on Saturday, October 6 and 13, with voting taking place at 10 locations across the City (one located in each ward). Continuous voting was also offered at City Hall from October 2 to 4 and the Civic Centre from October 9 to 11.

The number and distribution of Advance Voting locations in 2022 expanded accessible voting opportunities to include two Fridays and one Sunday, which were well attended.

## **Voting Day**

### **Vote Anywhere in your Ward**

The Vote Anywhere in Your Ward model began in 2018, allowing electors to vote at any one of the 12 to 18 voting locations within their ward. This option continues to provide more convenience for the elector in being able to choose where to vote within their ward.

The Accessible Voting Unit was also available at a designated voting location in each ward on Voting Day. With the Vote Anywhere model, electors who required use of the unit and corresponding accessibility tools would be able to use the one in their ward at the designated location.

## **Consultation with the Accessibility Team and Accessibility Advisory Committee**

During the development of the 2022 Municipal Election Plan the Election Office consulted with the City's Accessibility Team, who advised on updates to the voting location checklists and best practices on customer service for people with disabilities.

Two locations were identified as requiring modifications for a barrier-free experience for electors.

1. **Save Max Sports Centre** – Stanchions were put in place and a greeter assigned to direct electors to the entrance and exit areas, avoiding the uneven area for a portion of the floor. Electors were able to travel along the continuous and level areas of the gym floor.

To eliminate any potential tripping hazards, utility mats were placed on top of cords near the exit.

- 2. Peel Village Golf Course** – Additional accessible parking spaces were created with temporary signs close to the accessible entrance and where there was a level surface.

In addition to the consultation with the Accessibility Team, the Election Office presented to the Accessibility Advisory Committee (AAC) on March 8, 2022. Due to COVID-19 restrictions, members participated virtually.

The presentation provided an overview of accessibility initiatives for the election, a demonstration of the accessible voting equipment and allowed members of the AAC to provide feedback.

## **Conclusion**

As part of the City's ongoing commitment to ensure that municipal elections are accessible to persons with disabilities as well as minimizing language and cultural barriers, the Election Office is pleased with the success of the initiatives implemented in 2022, as discussed in this report, and is dedicated to increasing accessibility for electors and candidates in future municipal and school board elections.

**Municipal Election Voting Locations - Inspection Checklist**

	Inspection Date	Ward	Subdivision	Inspected By
Location/Building Name				
Building Address			City	Postal Code
Room Name	Facility (Check one): City [ ] Dufferin-Peel Catholic DSB [ ] Peel District SB [ ] Other (please specify) [ ]			
<input type="checkbox"/> Accessible <input type="checkbox"/> Accessible with Modifications <input type="checkbox"/> Not Accessible		Size of Voting Room (sqft)	Max Occupancy	

**On-Site Contact Information**

First Name		Last Name		Title
Work Telephone	Extension	Email		
Cell Telephone	Fax Number		Custodian Name	

**Contact Information**

First Name		Last Name		Title
Work Telephone	Extension	Email		
Cell Telephone	Fax Number		Signing Authority? Yes No	
Mailing Address			City	Province
				Postal Code

**Signing Authority**

First Name		Last Name		Title
Work Telephone	Extension	Email		
Cell Telephone	Fax Number			
Mailing Address			City	Province
				Postal Code

<b>Accessibility Considerations</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
<b>Visibility</b>				
Is the location visible from the street?				
<b>Parking</b>				
Is there accessible parking? - In good repair with clear markings				How many spots are available?
Is the accessible parking located close to the entrance? Or ability to create some?				
Is the parking lot lit?				
<b>Exterior Path of Travel</b>				
Is there a clear and level path of travel from the parking to the entrance? Minimum width at least: A – 1.1m or 3.6ft (1100mm) I – 1.5m or 4.9ft (1500mm)*				
Is there level access to the entrance?				
Is there a ramp to the entrance?				
If Yes to ramp: Have surfaces that are firm, stable and slip resistant				
Minimum clear width of: A – 1.1m or 3.6ft I – 1.5m or 4.9ft*				
Have a running slope? Slope no steeper than: A – 1:12 or 4.8° (8.3%) I – 1:15 or 3.8° (6.7%)				
Have handrails				
<b>Entrance</b>				
Is the entrance lit?				
Is the entrance door automated? Automatic sliding door or power door operator/push button?				<input type="checkbox"/> Push <input type="checkbox"/> Sliding
Width of entrance door at least: A – 33.5in (850mm) I – 37.5in (950mm)*				
<b>Interior Path of Travel to Voting Room</b>				
Is the voting room on the ground level?				
If no, is there an elevating device to level with voting place?				
Is the proximity of entrance close to the voting place?				
Is there adequate space to post a directional sign inside and along the hallway to the voting room?				

<b>Accessibility Considerations</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
Is the width of the hallway(s) at least: A – 3.5ft or 42in (1067mm) I – 4.5ft or 54in (1370mm)*				
Is there clear headroom? Minimum: A – 78in (1980mm) I – 83in (2100 mm)*				
<b>Voting Room</b>				
Is there at least one door into the voting room that can be propped open? Minimum width: A – 33.5in (850mm) I – 37.5in (950mm)*				
Entrance(s)/Exit(s)				Quantity:                      Location:
Proper lighting?				
Windows				Quantity:                      Location:
Any posts or other obstacles in the room where furniture will have to be placed around?				
Is there space to accommodate at least an 8ft by 8ft clearance at the accessible voting table?				
Is there enough space to allow a path of travel between tables? Minimum width: A – 3.5ft or 42in (1067mm) I – 3.7ft or 44.5in (1100mm)*				
Is there an electrical outlet close to the accessible voting booth - to accommodate an assistive device?				
Are service animals permitted at the facility?				

<b>Other Considerations</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
Power outlets				Number of 3 prong # _____ Number of 2 prong # _____
Any construction planned before October 24?				
Washrooms available for election workers?				
If yes, are washrooms accessible?				
Close to bus routes?				
Street parking available?				
Is extra signage required?				<input type="checkbox"/> External <input type="checkbox"/> Internal (directional)



Other Considerations	YES	NO	N/A	NOTES
Are tables and chairs available?				<input type="checkbox"/> Table Size: <input type="checkbox"/> Table Qty: <input type="checkbox"/> Chair Qty:
Location Recommended for Use?				
Location used in 2018?				

\*These measurements exceed accessibility requirements and should be considered as an ideal option to add or change a voting location. Locations with ideal measurements have been recently built or renovated.

A – Accessible

I – Ideal (exceeds accessibility requirements)

Notes

**Location Name**

**Voting Room Layout**

1. Use the following diagram to indicate entrance(s)/exit(s), windows and Electrical Outlets – (type and functionality)

