

# Accessibility Plan



E2250

Plan



Prepared by City of Brampton Election Office for the 2022 Municipal Election. This information is available in alternate formats upon request.

[www.brampton.ca/BramptonVotes](http://www.brampton.ca/BramptonVotes)

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## Background

The Clerk of a municipality is responsible for the administration of municipal elections, and must ensure that legislative requirements in regards to accessibility are adhered to. The Clerk must meet requirements outlined in the *Municipal Elections Act, 1996*, as amended, (MEA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

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 City of Brampton Municipal Accessibility Plan (2019-2025) also includes a statement of commitment towards accessibility:

The City’s mission is to be a vibrant, safe and attractive city of opportunity where efficient services make it possible for families, individuals and the business community to grow, prosper and enjoy a high quality of life.

The City values diversity and inclusiveness and the unique contribution that each resident makes to the local community.

The City recognizes that preventing new barriers, reducing and removing existing barriers and enhancing access to our goods, services and facilities is essential to providing increased opportunities that foster independence, inclusion and dignity for people of all ages and abilities.

## **Purpose**

This Accessibility Plan for the 2022 Municipal Election is a requirement under the MEA, and outlines the steps to be taken by the City of Brampton Election Office to address accessibility requirements in an attempt to ensure that the election is accessible to all electors and candidates.

This plan is intended to meet the above legislative requirements and the City's statement of commitment towards accessibility. This document will also serve as a reference to evaluate the implementation of the plan to develop the Accessibility Report as required in the MEA.

## **Consultation**

Consultation occurred with the City of Brampton's Accessibility Team to confirm requirements are current and to align with the City of Brampton's accessibility policies. Communication with the Accessibility Team will continue throughout the duration of the election project for advice on new developments.

The plan was also shared with the following group for feedback:

- City of Brampton Accessibility Advisory Committee

Additional outreach to accessibility service organizations and their resources will be made for further feedback on the plan.

## **Other Review**

A review of the 2018 Accessibility Report and feedback from election workers and electors was considered to identify any concerns or opportunities for improvement with regards to accessibility for the 2022 Municipal Election, and have been incorporated into the 2022 plan.

## **Communication**

The City of Brampton recognizes the importance of communication to electors and candidates for information and accommodation.

Information about the election will be available on the City's website where updates can be made quickly to reflect new details about the election. Electors can also make an inquiry and/or submit feedback via email or phone.

Specific actions to be taken include, but are not limited to:

- Providing, upon request, elector and candidate information in alternate formats
- Encouraging candidates to inform the Election Office of any specific accommodations regarding access to information
- Responding to candidate accommodation requests
- Providing translation services to electors and candidates as required
- Providing “how to vote” information for electors in multiple languages
- Responding to feedback and inquiries within service level timelines
- Indicating locations with accessible voting units on the voter notice and the City’s website
- Using temporary notice of disruption signs as required – signs to indicate reason, how long and alternate locations to vote.

## **Voting Locations**

The MEA states that each voting place must be accessible to electors with disabilities. The City of Brampton has over 150 voting locations. Site inspections are conducted for each identified voting location to ensure it meets defined accessibility requirements. For each inspection, a site inspection checklist is completed to record various accessibility considerations and requirements.

For those locations that have been identified as having accessibility concerns, plans will be in place to address any issues prior to Voting Day.

Specific actions to be taken include, but are not limited to:

- Updating the site inspection checklist based on accessibility requirements review with the Accessibility Team

- Completing site inspection checklist for each identified voting location to ensure a barrier free route of travel from the point of arrival to the voting place. The checklist will identify:
  - External path to entrance – accessible parking availability and location, level surface of ground, width of entrance doorways, proper lighting, etc.
  - Internal path to voting place – free from protruding objects, level service of floor, width of internal doorways, proper lighting, clear signs
- Making locations accessible through the use of temporary remediation such as:
  - Adequate signage on the exterior and interior of the voting location to direct electors to the voting place
  - Signs and pylons to create/indicate accessible parking near the voting location entrance
  - Temporary ramps, in consultation with building owner, to ensure level access between parking area and entrance
  - Election worker to open doors at locations that do not have an accessible entrance, and to direct electors to voting place if required
- Providing voting place layout maps to ensure consistent set-up of voting places, and to ensure each voting place contains an accessible voting area
- Addressing the specific needs of election workers with disabilities

## Voting Methods

The City of Brampton will incorporate various voting methods to assist electors with accessibility requirements in voting independently.

Specific actions to be taken include, but are not limited, to providing:

- Accessible voting equipment at each Advance Voting location and at one designated location in each ward on Voting Day
  - Accessibility tools include headphones (audio ballot), high contrast viewing, Braille keypad, Sip-N-Puff, Rocker Paddles)
- Magnifying sheets for use by electors with a visual impairment
- A pad of paper to assist in communicating with electors with hearing impairments
- Curbside voting for any electors unable to enter the voting location
- Assistance to vote for electors who require the assistance of a support person, interpreter, and/or election official
- Proxy voting for an elector who is unable to vote in person
- Home Voting Service for electors who are home-bound, due to illness, injury or disability. Home-bound electors can participate in the municipal election by voting independently in their homes. Up to 100 appointments will be available for the Home Voting Service during the Advanced Voting period. Electors interested in this this option will be required to meet the guidelines outlined by the Election Office.

## **Training**

City of Brampton election workers will be equipped to assist all electors at the voting location.

Specific actions to be taken include, but are not limited to:

- Providing inclusive customer service training materials to all election workers
- Encouraging election workers to assist electors and candidates as required
- Requiring election workers to periodically check access doors and parking area to ensure electors are able to enter the voting location with ease
- Hiring election workers to monitor the set-up and function of the accessible voting unit to service electors

## **Voting Opportunities**

The City will create more accessible opportunities for electors to vote in the election.

Specific actions to be taken include:

- Offering Advance Voting – electors can vote at any advance voting location in the city during this period
- Offering Vote Anywhere in your Ward – on Voting Day, electors can cast their ballot at any voting location in their ward. Details of applicable locations will be communicated through voter notices and the City's website
- Home Voting – electors who are home-bound due to illness, injury or disability can vote independently in their homes. The Home Voting Services is an appointment-based service

## **Updates**

This Accessibility Plan may be updated, at the discretion of the City Clerk, as new opportunities for improvement in customer service become available. This plan, along with any updates will be made available on [www.brampton.ca/bramptonvotes](http://www.brampton.ca/bramptonvotes).

## **Alternate Formats**

Alternate formats are available upon request. Please email [bramptonvotes@brampton.ca](mailto:bramptonvotes@brampton.ca) or [accessibility@brampton.ca](mailto:accessibility@brampton.ca) to request an alternate format. Requests can also be submitted through the online form: [City of Brampton | Accessibility | Alternate Format Request](#)