

# 2022 Brighton Municipal Election

## Accessibility Plan



Municipality of Brighton  
**ELECTION 2022**

[www.brighton.ca/elections](http://www.brighton.ca/elections)

Municipality of Brighton abides by the following principles when conducting the Municipal Elections:

- Integrity of process maintained throughout election;
- Secrecy and confidentiality of the individual vote;
- Election is fair and non-biased;
- Election is accessible to the electors;
- Certainty that results reflect votes cast;
- Electors and candidates treated fairly and consistently.



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## Accessible Election Mandate

The Municipality of Brighton is committed to being responsive to the needs of all its residents. To do this, we must recognize the diverse needs of all of our residents and respond by striving to provide services and facilities that are accessible to all. As an employer, and a provider of services, the Municipality of Brighton is committed to ensuring its services are provided in an accessible manner.

The Municipality of Brighton will promote accessibility through the development of policies, procedures and practices. We will ensure our policies, procedures and practices address integration, independence, dignity and equal opportunity.

With respect to Accessibility, the mandate for the Municipality of Brighton 2022 Election is as follows:

“It is the goal of the Municipality of Brighton to ensure that Electors within the Municipality who require accessibility services are provided with the best opportunity to vote as independently as possible in the 2022 Municipal Elections.”

## Municipal Elections Act Requirements

In addition to our current Accessibility Standards for Customer Service Policy, the *Municipal Elections Act, 1996* (“the Act”) states:

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

**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.

**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.

Additional accessibility requirements set out in the Act are found in section 41 (3) and 45:

**41. (3)** The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1).

**45. (1)** The clerk shall establish the number and location of voting places for an







remediation report. This ensures voting websites are compatible with screen-reading technology such as JAWS.

If an elector is unable to access the information on their Voter Information Letter, they will be able to visit the Election Help Centres to obtain additional information as well as calling into the Clerk's office. Alternative ways to receive a PIN are email, in-person or telephone.

## **Alternate Formats**

Alternate formats are other ways of publishing information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user.

The Municipality of Brighton, shall, upon request, and in consultation with the person making the request, if feasible/practicable, provide or make arrangements to present accessible formats and communication supports for persons with disabilities.

Accessible formats and communication supports shall be provided in a timely manner, taking into account the person's accessibility needs and at a cost that is no more than the regular cost charged to other persons.

In the event the information is not generated by the Municipality of Brighton or is supplied by a third party, the Municipality will take every effort to obtain the information from the third party in an alternative format and/or will attempt to assist the Elector by providing assistance equipment if possible.

## **General Election Materials**

- **Large Print:** Printed Material generated by the Municipality will be provided in Arial font, 12 point and can be made available in font (print) size that is 14 – 20 points or larger.
- **Assistive Devices:** The Election Help Centre will be equipped with magnifiers and assistance of Election Officials if required.

## **Voting Provisions for Electors with Disabilities at the Election Help Centre**

The following voting provisions are in place to accommodate the voting needs of Electors with disabilities.

**Support Persons:** Is a person who accompanies a person with a disability in order to



assist them with communication, mobility, personal care, medical needs or with access to goods and/or services.

The Deputy Returning Officer may permit, if considered necessary, an Elector who needs assistance in voting to have such support. The Support Person, upon completion of the prescribed oath, may accompany the Elector behind the voting screen to assist in the voting process.

**Assistive Personal Equipment:** Assistive personal devices include, but are not limited to, wheelchairs, walkers, white canes, walking canes, note taking devices, portable magnifiers, recording machines, assistive listening devices, personal oxygen tanks and devices for grasping. An assistive device shall mean a device used to assist persons with disabilities in carrying out activities or in accessing services of persons or organizations covered by the customer service standard.

**Guide Dog:** Shall mean a dog trained as a guide for a blind person and having qualifications prescribed by the regulation under the *Blind Persons Rights' Act*.

**Service Animals:** For the purpose of this policy, a “service animal” is defined as either:

- (a) A “guide dog” as defined in section 1 of the *Blind Persons Rights' Act*; or
- (b) A “service animal” for a person with a disability. For the purpose of this policy, an animal is a service animal for a person with a disability;
  - (i) if it is readily apparent that the animal is used by the person for the reasons relating to his or her disability; or
  - (ii) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.
- (c) The Municipality of Brighton will allow the person and the animal onto all Municipality of Brighton owned and operated public facilities that are open to the public and will ensure that the person is permitted to keep the animal with them unless the animal is otherwise excluded by law.
- (d) If a service animal is excluded by law from the premises, the provider of goods or services shall attempt to ensure that other measures are available to enable the person with a disability to obtain, use, or benefit from the provider’s goods or services.
- (e) **Physical Disabilities:** The voting place including the parking area and



entrances will be selected and/or setup in a manner that enables Electors with physical disabilities to vote.

- (f) In the event that an Elector is unable to access the established voting area due to a physical disability, the Deputy Returning Officer may attend to the Elector at their vehicle or anywhere within the voting place (curb-side voting).
- (g) **Vision Loss:** The Voting place will be equipped with magnifiers and assistance of Election Officials if required.
- (h) **Hearing Impaired, Deafness and Hearing Loss:** The voting place will be equipped with a wipe board and/or a pad of paper and pen to communicate with hearing impaired electors in writing if required.

**Speech Impairments, Cognitive Disabilities and Mental Illness:** Personal Assistance from an Election Official will be available.

## Accessibility Training for Election Officials

All Election Officials are required to complete the Municipality of Brighton Accessible Customer Service training which includes:

- Review of the purposes of the Act and the requirements of the accessible customer service regulation – Ontario Regulation 429\07;
- How to interact and communicate with persons with various types of disabilities;
- How to interact with persons who use an assistive device or service animal;
- How to use equipment or devices available to assist with the provision of services; and
- What to do if a person is having difficulty accessing the service.

Under s. 7 of the Integrated Accessibility Standards Regulation (IASR), the Municipality of Brighton will ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to;

- All employees and volunteers;
- All persons who participate in developing the organization's policies; and
- All other persons who provide goods, services or facilities on behalf of the organization.

These training requirements are in addition to the accessible customer service training



required by s.6 of the Accessible Customer Service Standard. The key additional training requirements are as follows:

- Accessible Feedback Process – s.11;
- Emergency and public safety information – s.13;
- Recruitment – s.22 – 24;
- Employee Accommodation – s.25, 26, 28;
- Workplace emergency information – s.27; and
- Ontario Human Rights Code as it pertains to persons with disabilities.

The regulation states that training on the requirements of the accessibility standards and on the Human Rights Code shall be appropriate to the duties of the employees, volunteers and other persons.

The Municipality of Brighton will maintain a record of the training provided under this section, including the dates on which the training is provided and the number of individuals whom it is provided.

## **Reporting**

As per the Act:

“S.12.1 (2) Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. 2009, c.33, Sched. 21, s. 8 (8).”

In addition, the said report will be made available to the public via the Municipality’s website as well as in hard copy at the Municipal Office.

## **Customer Service Feedback**

The Municipality of Brighton is committed to providing high quality goods or services to all members of the public or third parties it serves. Feedback from the public or third parties is welcomed as it may identify areas that require change and encourage continuous service improvements in the delivery of an Accessible Election. Feedback on how the goods or services that the Municipality of Brighton provides will be responded to, documented and tracked. Feedback may be submitted in writing, by fax, email, telephone or in person to:

Municipality of Brighton  
35 Alice Street, PO Box 189



Brighton, ON, K0K 1H0  
Tel: 613-475-0670  
Fax: 613-475-3453  
[election@brighton.ca](mailto:election@brighton.ca)

## **Accessible Service Disruptions**

Temporary disruptions in the goods and services that the Municipality of Brighton provide may occur due to reasons that may or may not be within our control or knowledge.

The Municipality of Brighton will make reasonable effort to provide notice of the disruption to the public or third parties including information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if any, that may be available. The Municipality of Brighton will make reasonable efforts to provide prior notice of the planned disruption if possible, recognizing that in some circumstances such as in the situation of unplanned temporary disruption(s), advance notice will not be possible. In such cases, the Municipality of Brighton will give notice as soon as possible.

Such notice may be provided by a variety of methods, depending on the circumstances, and may include postings in conspicuous/visible places at the affected premises, other Municipal facilities and the Municipal's website; [www.brighton.ca](http://www.brighton.ca)

## Election Help Centre Inspection Checklist

### Location Inspection - General

Inspection Date & Time	
Scheduling Notes	
Inspected by	
Can an election poster be posted on-site one month prior to the election?	
General Comments	
Outcome (Pass/ Fail)	
Use of Facility Confirmed	

### Facility - General

Opening / Closing contact name	
Election Day Contact Telephone #	
Fire Drill Discussion/ Location of plans	
Heat timer?	
Light timer?	
Accessible Washrooms - Men?	
Accessible Washrooms - Women?	
Telephone Available?	
WiFi Available?	
Power Supply Test	
Router tested and passed?	
Outlet from Table (in feet) – maximum length	
Accessible secondary exit option?	
Facility Notes	

### Facility Accessibility

Facility accessible via public transit?	
Name and address visible from street?	
Entrance accessible?	
Ramp well designed and safe?	
Door hardware accessible?	
Can door accommodate wheelchair?	
Door easy to open?	
Entrance easy to see?	
Entrance well lit?	

## Location

Flooring non-slip, even and level?	
Inside voting location well lit?	
Corridors able to accommodate wheelchair?	
Facility Accessibility Notes	

## Equipment

# of Chairs required?	
Chairs supplied?	
# of tables required?	
Tables supplied?	
First Aid equipment available?	
Equipment Notes	

## Parking

# of staff spaces	
# of spaces available for public?	
# of on-street parking spaces?	
Distance parking to voting area? (ft)	
External lighting?	
External lighting on a timer?	
Confirmed lights stay on?	
# of accessible parking spaces?	
Accessible parking clearly marked?	
# of accessible signs we need to supply	
Parking lot firm and level?	
Curb cuts provided?	
Space large enough for van with lift?	
Route smooth and unobstructed?	
Route wide enough for wheelchair/scooter?	
Parking Notes	

## Special Voting Locations

Retirement Residence Type	
Voting Area(s)	
Beds - Comments	
Best option for Voters' list management?	
Do you have a lockdown procedure?	
Lockdown procedure - comments	
Roving / Stationary Poll - comments	

Location

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Hours of Voting	
Discuss Voters List Dates	
Discuss Voters' List Review Period	
Discuss Voting Times	
Opportunity for family poster?	
Level access - entrance to voting area?	

**Accessibility Report Card**

Assign each category a grading of 1-5 (1 – Not Accessible, 2 – Poor, 3 – Acceptable, 4 – Exceeds Expectations, 5 – Not Applicable)

Parking	
Main Entrance	
Building Identification	
Ramps	
Pathway to EHC	
Elevator / Lift	
Accessible Washrooms	
Lighting	
Overall Grade	

**Comments**

**Site Diagram**