

Town of Bradford West Gwillimbury

2022 Municipal Election

Accessibility Report

Section 12.1 of the *Municipal Elections Act*, requires that a report be prepared to detail the actions taken in identifying, removing and preventing barriers that may affect electors and candidates with disabilities.

This report details the basic data pertaining to the matter and includes accessible considerations for the 2026 Municipal Election.

This document is available in an accessible alternate format by request.



The Town of Bradford West Gwillimbury 2022 Municipal Election Accessibility Report

Preamble:

Under section 12.1 of the Municipal Elections Act, the legislation places responsibility on the Clerk to have regard to the needs of electors and candidates with disabilities. An accessibility plan was prepared in this regard and made available to the public prior to voting day. The full 2022 Elections Accessibility Plan can be found on the Town’s website at: [Town of BWG - Election Information \(www.townofbwg.com\)](http://www.townofbwg.com).

Section 12.1 further requires that a report be prepared and made available to the public about the identification, removal and prevention of barrier that affect electors and candidates with disabilities. This report has been prepared for this purpose and made available on the Town of BWG’s website.

Basic Data Pertaining to the Matter:

Identification of Barriers

The following actions were taken to identify barriers that affect electors and candidates with disabilities:

Action	Consideration for 2026 Election
Updated the 2018 Elections Accessibility Plan based on best practices of larger municipalities.	Review the 2022 Election Accessibility Plan and evaluate if there are any necessary changes. As well, reach out to the Ontario Network of Accessibility Professionals (ONAP) to inquire into additional procedures to promote accessible voting.
Reviewed and received input on our Elections Accessibility Plan from the Accessibility Advisory Committee (AAC).	Continue to seek input from the Accessibility Advisory Committee. Additionally, provide an opportunity for the public to provide feedback on the list of proposed voting places. Provide the notice of voting places via: <ul style="list-style-type: none"> - the Town’s election webpage, and - on the Town’s social media feeds.
Updated the 2018 accessibility checklist to incorporate health and safety and Covid protective measures at the Mobile Voter Help Centres.	Continue Practice.

Removal and Prevention of Barriers

The following actions were taken to remove and prevent barriers that affect electors and candidates with disabilities:

Communications and Information

Action	Consideration for 2026 Election
Ensured communication initiatives and information for candidates and electors were available in alternate formats (on request).	Continue practice.
Posted and continually updated all election information in clear and simple language on the municipality's website.	Continue practice.
Posted the 2022 Elections Accessibility Plan on the municipality's website for public review and input.	Continue practice.
Converted the Election Accessibility Feedback Form into an online fillable pdf. Tested the form in Adobe to ensure it successfully passed an Adobe Acrobat XI Pro Accessibility Check.	Continue practice.
Tested all digital materials in Adobe Acrobat to ensure they passed the Adobe Accessibility Checker.	Continue to test all digital material to ensure compliance with the Web Content Accessibility Guidelines (WCAG). As well, utilize screen-reading programs like Job Access with Speech (JAWS) and/or NonVisual Desktop Access (NVDA) to confirm readability/usability of accessible forms prior to publishing.
Created all documentation and forms at a minimum font size of Arial 12 to assist visually impaired.	Continue to simplify forms to assist those with visual and other disabilities.
Developed reference materials for election officials detailing how to effectively serve voters with disabilities and to always ask, "how may I help you".	Continue practice and ensure material content contains plain language to make information easier to understand.

Provided candidates with the 2022 Elections Accessibility Plan.	Provide supplementary information and/or training to candidates to ensure a positive campaign for both the candidates and electors. An example would be to include the Candidates' Guide to Accessible Elections provided by the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).
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Voting Locations

Action	Consideration for 2026 Election
Telephone and Internet Voting ensured that electors did not have to leave their residences to cast a ballot and could use their own personnel device to cast their ballot.	Continue practice.
Conducted site visits of all Mobile Voter Help Centres and the Voter Help Centre to determine accessibility.	Continue to use municipal facilities that are fully accessible and continue practice of Mobile Voter Help Centres.
Welcomed the use of support persons and service animals in voting places.	Continue Practice.
<p>Provided supplies at voting locations that would assist voters with disabilities:</p> <ul style="list-style-type: none"> - magnifying sheets at all voting locations to assist voters with low visions, and - note pads and pens to assist communication with voters who are deaf, deafened or hard of hearing. 	Prepare a "How to Vote" booklet / handout in English and additional languages. Distribute this information in size 12 Arial font and large print at the Voter Help Centres.

Voting

Action	Consideration for 2026 Election
<p>Voting was made accessible to everyone through telephone and internet voting which allowed individuals to use their own assistive devices along with their own technology in a location of their choice. If an elector did not have a telephone or internet connected device to cast their ballot, the Voter Help Centre was fully accessible. Staff were available at the Voter Help Centre for any elector who required assistance.</p>	<p>Continue practice of providing Voter Help Centres. As well, consider providing a rocker paddle/foot switch and zoom feature to adjust the font size and colour contrast on the computer screens.</p>
<p>Provided voting opportunities on the premises of:</p> <ul style="list-style-type: none"> - an institution in which 20 or more beds are occupied by persons who are disabled, chronically ill or infirm; - a retirement home in which 50 or more beds are occupied; and - apartment building whose residents have mobility barriers. 	<p>Continue practice.</p>
<p>Provided assistance to electors with disabilities. When requested, an election official in the Voter Help Centre would assist a voter in casting their ballot.</p>	<p>Continue practice.</p>

Staff Training

Action	Consideration for 2026 Election
<p>Staff training incorporated provisions to meet accessible customer service standards.</p>	<p>Continue practice if there is a requirement to hire additional elections staff outside of Clerk's Division.</p>
<p>Developed reference material for election officials highlighting how to effectively serve voters with disabilities, including:</p> <ul style="list-style-type: none"> - AODA customer service standards, - assisting a person with a disability, 	<p>Ensure the training content includes an understanding of providing services to persons with invisible disabilities such as heart disease, cognitive impairment and mental health. As well, consider including interactive training elements to allow for</p>

<ul style="list-style-type: none"> - serving a person with a disability who is utilizing a mobility aid or assistive device, - serving a person with a vision disability or a speech disability, - serving a person who is hard of hearing or deaf, and - health and safety awareness. 	<p>participant engagement and knowledge retention.</p> <p>Interactive training options:</p> <ul style="list-style-type: none"> - Elections Ontario training video, and - scenario-based training
<p>Encouraged election workers to approach an elector if it appeared that the elector required assistance to get around the Voter Help Centre. Offered assistance to help and did not assume an individual required help.</p>	<p>Continue practice.</p>
<p>Checked the access doors frequently to offer assistance and watched for electors unable to easily enter the Voter Help Centre.</p>	<p>Continue practice.</p>