



**Report**  
**Staff Report**  
 The Corporation of the City of Brampton  
 5/13/2025

**Date:** 2025-04-16

**Subject:** 2025 Accessibility Awards – Nomination Process

**Contact:** Sylvia Ingham, Accessibility Coordinator, City Clerk’s Office

**Report number:** Legislative Services-2025-348

**RECOMMENDATIONS:**

1. That the report from Sylvia Ingham, Accessibility Coordinator, City Clerk’s Office to the Accessibility Advisory Committee Meeting of May 13, 2025, re: **2025 Accessibility Awards – Nomination Process**, be received;
2. That the Accessibility Advisory Committee (AAC) select a sub-committee for nomination review.

**OVERVIEW:**

- At its February 25, 2025 meeting of the Accessibility Advisory Committee (AAC), staff was directed to relaunch the Accessibility Awards Program, to be administered by the AAC and City Clerk’s Office staff.
- The 2025 Awards Program will be administered according to previously approved criteria and guidelines. This report provides information regarding eligibility requirements, award categories, and criteria for nomination for the Awards Program.

## **BACKGROUND:**

At its February 25, 2025 meeting of the Accessibility Advisory Committee (AAC), Committee the following resolution was passed:

### AAC006-2025

1. That the report from Sylvia Ingham, Accessibility Coordinator, City Clerk's Office to the Accessibility Advisory Committee Meeting of February 25, 2025, re: Accessibility Awards Program Update, be received; and,
2. That the Accessibility Advisory Committee (AAC) direct staff to relaunch the Accessibility Awards program in the following format:
  - I. That the Accessibility Awards Program remain as a program administered by the AAC and City Clerk's Office staff.

## **Previous Awards Formats**

Accessibility awards were presented at AAC's December meeting in 2018, 2019 and 2020. In 2021, award winners and nominees were recognized at a meeting of Council. A virtual "meet and greet" meeting was held prior to the Council meeting.

The program was paused in 2022, and in May 2023 (during National AccessAbility Week), an Accessibility Business Networking event was held in lieu of the Accessibility Awards. Accessibility Awards were not presented in 2024.

## **CURRENT SITUATION:**

As directed by the AAC, the Accessibility Awards Program will be relaunched this year. The program will continue as a standalone award, where the AAC has ownership of the program and sets criteria for the award. The program will be administered by the AAC with the support of the City Clerk's Office. A sub-committee of the AAC will be established to review nominations, and awards will be presented at the December 2025 meeting of Council.

## **Awards Program Criteria**

The following guidelines will be applied to this year's program:

### Eligibility and Categories

Under the current structure, a community member, community group, or business, meeting one of the following criteria is eligible for nomination:

- a resident of Brampton
- a community or not-for-profit organization operating in Brampton
- a Brampton-based accessibility program or initiative

- an owner of a business in Brampton

Under the current structure, self-nomination is permitted. Additionally, City staff and Members of Council may submit nominations on behalf of others, as long as they have no involvement in the review or selection process.

### Selection Criteria

Nominations are evaluated based on achievements and contributions made in the following areas:

- Preventing and removing barriers – the nature of the barrier may be attitudinal, communication, physical, policy, programmatic, social, or transportation
- Accommodating persons with disabilities – accommodation may involve modification of a space, schedule, or task that enables someone to participate in the community
- Acting as an accessibility ambassador or champion – promoting accessibility awareness within the community
- Providing employment support for persons with disabilities – creating opportunities to participate in the work environment
- Providing exemplary accessible customer service – taking time to understand the customer's request and offer an appropriate solution
- Providing assistance for independent living – assisting with skills training and support

The achievements and contributions of nominees must benefit the Brampton community.

### **Submitting a Nomination**

Nominations will be submitted online at [brampton.ca](http://brampton.ca). Alternate formats of the nomination form (e.g. PDF) can be made available upon request.

### **Establishing a Nomination Review Sub-Committee**

Each year, a sub-committee of AAC members is established to review nomination submissions, and determine one award winner in each of the four categories.

The sub-committee should be composed of a minimum of two (2) AAC members, up to a maximum of five (5) members.

The sub-committee will be responsible for the following:

- Reviewing in a timely manner the nominations that have been received;
- Scoring each nomination based on the criteria provided; and
- Submitting results to the Accessibility Coordinator.

The sub-committee may meet in person or virtually to discuss scoring.

## **Timelines**

Timelines for the 2025 Awards Program are as follows:

- May 13 – establish sub-committee for nominations review
- Last week of May – begin advertising 2025 Awards Program during National AccessAbility Week
- May 30 – nominations open
- July 31 – nominations close
- August – review of nominations by sub-committee
- September – selection of award recipients
- December – presentation of awards at Council meeting

## **CORPORATE IMPLICATIONS:**

### **Financial Implications:**

Costs associated with the administration of the Awards Program include social media promotion of the nomination period, and expenses related to physical awards (i.e. plaques). Sufficient funding is available in the City Clerk's Operating Budget.

### **Communications Implications:**

The nomination period for the Awards Program will be promoted in collaboration with Strategic Communications through the City's channels.

## **STRATEGIC FOCUS AREA:**

The Accessibility Awards promote Brampton's commitment to reducing and preventing barriers to accessibility and supports the strategic focus area of Culture and Diversity.

## **CONCLUSION:**

The Accessibility Awards Program is an important initiative that recognizes contributions and highlights achievements of people with disabilities and community members and creates awareness around accessibility.

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