



Township of Terrace Bay

2018 Municipal Elections Accessibility Plan

This Plan is for use in the 2018 Municipal Election in conjunction with the Municipality's current Accessibility Plan and Policies as well as the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

2018 MUNICIPAL ELECTIONS ACCESSIBILITY PLAN

This plan is for use in the 2018 Municipal Elections in conjunction with the Township of Terrace Bay's current Accessible Customer Service Policy, guidelines, training and customer service feedback standards.

OBJECTIVES

This plan is intended to highlight measures that the Township will implement to ensure equal opportunity for all electors and candidates. These objectives include:

- That all voting locations are accessible
- That persons with disabilities can vote independently
- That persons with disabilities have full and equal access to all election information
- That persons with disabilities can fully participate in the 2018 Municipal Elections as an elector and/or candidate
- That electors with disabilities are aware of the accessibility measures available

LEGISLATIVE REQUIREMENTS

In accordance with the Accessibility Standards for Customer Service O. Reg. 429/07, the Township must provide:

- Accessible customer service training for all election staff, including and any third-party advertisers
- Establish procedure for responding to feedback
- Allow for the use of service animals and support staff
- Notice of temporary disruptions of service
- Documents in alternate format that consider a person's disability
- Notice of availability of the above documents

The *Municipal Elections Act*, 1996 S.O. 1996, Chapter 32 states:

Electors and candidates with disabilities

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

Plan re barriers

(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

Report

(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

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electors and candidates with disabilities and shall make the report available to the public.

Variations for electors with visual impairments

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).

Voting Procedure

52 (1) 4. The deputy returning officer may permit an elector who needs assistance in voting to have such assistance as the deputy returning officer considers necessary.

COMMUNICATIONS

The 2018 Municipal Election Accessibility Plan will be made available by way of the Township's website (www.terracebay.ca). Alternate formats will be made available upon request.

VOTING LOCATIONS

Each voting location will be inspected to ensure it is accessible to electors with disabilities. Locations shall have accessible parking, automatic doors, elevators, and barrier free washrooms.

For this plan, "voting locations" includes the exterior parking and walkways associated with the location.

The inspection will include the assessment of the following areas within the voting place.

- Parking Areas
- Entrances
- Elevators (if applicable)
- Any Assistive Devices
- Fire Safety
- General Layout and Services
- Public Accessible Washrooms
- Facility Signage and Information Systems

Upon completion of the inspection, a list of the barriers which have been identified will be reviewed to determine if they can be rectified to accommodate Electors with disabilities. This may include the implementation of site specific accommodations for that voting location on election day.

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VOTING

Terrace Bay uses a traditional paper ballot method for voting in municipal elections. Specifically, a composite ballot for the Council election and separate ballots for the school board elections. A composite ballot contains multiple offices (Mayor and Council) and the separate ballots each contain only one office (i.e. English Public School Board).

Voters record their choices by marking the boxes next to the candidate they select and drop the voted ballot in a sealed ballot box.

The ballots are printed in large font on high contrast background (white on black) to assist voter's that may have varying levels of visual impairment. Magnification sheets are also available.

VOTING ASSISTANCE

Support Person

Persons with disabilities shall be permitted to be accompanied by a support person at any voting location. A designated support person will be administered an oath of secrecy prior to providing any such assistance.

Service Animals

Individuals requiring service animals are permitted to be accompanied by a service animal at any voting location.

Election Officials

Election officials are available to assist any person with a disability who is having difficulty or requests assistance. All individuals working in the capacity of an election official are formally appointed as such and administered an oath of secrecy prior to voting day.

ELECTION MATERIALS

The Township shall, in accordance with O. Reg. 429/07, provide a copy of a document to a person with a disability, or the information contained in the document, in a format that considers the person's disability.

Alternate Format

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 Township and the person with a disability may agree upon the format to be used for the document or information. In the event the information is not generated by the Township or is supplied by a third party, the Township will make every effort to obtain

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the information from the third party in an alternate format and/or will attempt to assist the elector by providing assistive equipment.

General Election Materials

Large Print: Printed material generated by the Township will be provided in Arial font, 12-point and can be made available in a font (print) size that is 16 to 20-points or larger.

Website: Information generated by the Township on the website in relation to the election will be in a format for which OCR software can be utilized. In addition, website font can be made larger and contrast option selected to aid the user in reading the information.

Voting Materials (Ballots)

Each voting place will be equipped with magnifiers as well as the assistance of election officials. Also, the ballots are printed in large font on high contrast background (white on black) to assist voter's that may have varying levels of visual impairment.

TRAINING

All Election Officials are required to complete the Township's Accessible Customer Service training and will be provided with customized training on this plan and the related materials contained within. The scope of training shall include:

- The purposes of the Act and the requirements of the accessible customer service regulation (O. Reg. 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
- What to do if person is having difficulty accessing the service

NOTICE OF TEMPORARY SERVICE DISRUPTION

If there is a temporary disruption in the delivery of election information or services, the Township shall provide public notice on the Township website, at the physical site of the disruption and when possible, in the local media.

The notice shall include the reason for the disruption, anticipated duration, and a description of alternative methods of delivering the information or service. Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

FEEDBACK

Feedback is welcome to identify areas where changes need to be considered and

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ways in which the Township can improve the delivery of an accessible election.

To assist us in ensuring that services are provided in an accessible, effective and timely manner, please submit your feedback to:

E-mail: cao@terracebay.ca
Phone: 807-825-3315 ex. 232
Fax: 807-825-9576

Mail/in-person: Terrace Bay Municipal Office – ATTN Clerk
1 Selkirk Avenue
Terrace Bay, ON P0T 2W0

All feedback pertaining to election services will be forwarded to the Clerk. Correspondence acknowledging receipt of all feedback will be provided.

REPORTING

Pursuant to Section 12.1(3) of the *Municipal Elections Act, 1996*, within 90 days after voting day, 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.

The report will be posted on the Township's website.