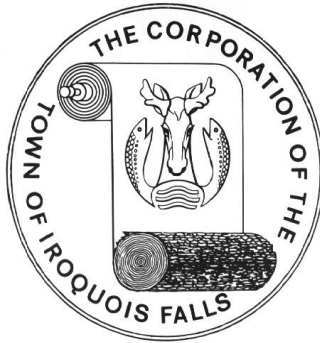


Town of Iroquois Falls



Election Accessibility Plan Municipal Election - October 24, 2022



The policies, procedures and forms described in this document are subject to change at the discretion of the Clerk.

For information or assistance, please contact one of the following:

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Website: <http://www.iroquoisfalls.com>

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1. Overview

1.1 Introduction

The Election Accessibility Plan supports fair, full and equal access to electoral services for persons with disabilities. The principal focus of this plan is to provide appropriate and accessible services to electors, candidates, and staff during the 2022 Municipal Elections by:

- providing accessible electoral services to electors and candidates
- identifying and eliminating barriers for persons with disabilities
- providing services that respect the dignity and independence of electors with differing abilities
- conducting the election in a manner that ensures that persons with differing abilities can vote independently and privately with access to voting assistance if required, and
- creating a positive voting experience.

The Clerk's Office will continue to learn, develop, and adjust our approaches to meet the needs of persons with disabilities.

The review of accessibility issues and initiatives and addressing barrier prevention or removal is an ongoing practice. This plan may be improved and updated as new opportunities are identified or become available.

1.2 Municipal Elections Act

The Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors can fully participate in the 2022 municipal election.

The Municipal Elections Act, 1996, as amended, states the following:

- 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 (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 (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.
- 41 (3) The clerk shall make such changes to some or all 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 (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

1.3 Accessibility for Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act 2005, as amended, (“AODA”), includes the following definitions:

“barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”)

“disability” means,

- (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”)

1.4 Election Accessibility Plan (the “plan”)

This plan will provide an overview of the following items:

- developing and providing accessibility training to all election officials
- providing information to voters and candidates in an accessible method
- ensuring all voting locations are accessible to electors with differing abilities
- assisting candidates and electors with differing abilities, and
- continuing to consult with individuals and groups knowledgeable in providing services to persons with differing abilities to better understand their needs.

2. Training

Designated election staff will be trained to assist electors with a disability. All election staff will be trained on how to interact and communicate with persons with various disabilities and with persons who use an assistive device or require the assistance of a service animal or support person.

3. Election Information and Communications

Information is available in an alternative format upon request.

This plan will be posted on the Town's website.

Information on the 2022 Municipal Election is available in printed format from the Clerk's Office, or electronically at:

Email: kim@iroquoisfalls.ca

Website: www.iroquoisfalls.com

3.1 Candidate and Third Party Information

Expenses which are incurred by a candidate with a disability that are directly related to the disability, and which would not have been incurred except for the purpose of running for an office in the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.

3.2 Notice of Temporary Service Disruption

If a temporary disruption in the delivery of election information or services occurs, notice will be posted on the Town's website and if it is feasible, in the local media. The notice will include the reason for the disruption, the expected duration, and alternative methods of delivering the information or service. Every effort will be made to provide alternative methods of delivering the information or service to persons with differing abilities.

4. Accessible Voting Locations

To ensure that each voting location is accessible to electors with differing abilities, an accessible voting location inspection/checklist has been prepared to evaluate each voting location. The accessibility checklist includes the assessment of the following:

- parking areas
- exterior walkways and ramps

- entrances and hallways
- elevators/stairways (if applicable)
- fire exits
- general layout and services
- public washrooms
- facility signage and information systems

Upon completion of the inspection/checklist, a list of any barriers which have been identified will be reviewed to determine if they can be modified to accommodate electors with differing abilities, or if an alternative location is required.

4.1 Voting Assistance

On voting day, election officials will accommodate all electors requesting assistance. All election workers take an “Oath of Secrecy” for this purpose. An election official in the voting location can assist the voter in casting their vote, or an elector may request that a person of their choosing assist them in marking their ballot. That individual will be required to take an “Oath of Secrecy” prior to being permitted to assist. A magnifying glass will be made available to assist any individual with visual impairments.

4.2 Proxy Voting

A person with a disability that is homebound or otherwise unable to go to a voting location may appoint another person to act as a voting proxy to cast a ballot on his or her behalf. The appointment must be made on the prescribed form available at the Clerk’s Office.

5. Continued Improvements/Feedback

Clerk’s Department staff members are available throughout the election to assist with any issues that may arise with respect to providing an accessible election.

5.1 Feedback Process

Your feedback provides an opportunity to take corrective measures to address training needs, enhance service delivery and provide alternative methods of providing election services. The Town welcomes comments to identify areas where changes need to be considered and ways in which the Town can improve the delivery of an accessible election. Feedback on this plan may be submitted through the following methods and will be summarized in the post-election accessibility report:

By telephone: (705) 232-6357

By email: kim@iroquoisfalls.com

In person or by mail: Clerk's Office, Town Hall, 253 Main Street, Iroquois Falls, ON P0K 1E0

5.2 Post-Election Accessibility Report

A post-election accessibility report will assess the procedures and policies put in place to address accessibility barriers. The report will also identify gaps in service and/or areas that can be improved on for future elections. The post-election report will be posted on the Town's website distributed upon request. For information or assistance, please contact Kim Lauzon, Clerk, at (705) 232-6357.

2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST

Location:

Property Manager:

Phone Number:

Availability of Custodial Staff:

PARKING

Adequate number of parking spaces?	YES	NO
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Number of accessible parking spaces:

Vertical signage	YES	NO
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Pavement markings	YES	NO
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Location in respect to the entrance way/distance to walk

Is there adequate lighting?	YES	NO
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WALKWAYS AND RAMPS

Surface:	PAVED	GRAVEL	CONCRETE
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Accessible route from parking to entrance	YES	NO
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Surface to voting location easy to travel and in good condition	YES	NO
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Curb cuts where required	YES	NO
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Is there a ramp to replace steps?	YES	NO
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Is the ramp well designed and safe?	YES	NO
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Handrails required?	YES	NO
	Available	Not Available

Obstacles

DROP-OFF AND LOADING ZONES		
Location		
Signage		
Lighting		
Surface:	PAVED CONCRETE	GRAVEL
Appropriate for elector drop-off/Access Transit?	YES	NO
If school, will school bus loading zone interfere with entry into voting place?	YES	NO
Comments		
Resolution		
ENTRANCES AND EXTERIOR DOORS		
Identify entrance to be used		
Is door hardware accessible?	YES	NO
Is door wide enough for wheelchair or scooter?	YES	NO
Power assist	YES	NO
Location of button		
Direction of door swing	Inward	Outward
If no power assist, can door be propped open in a safe manner?	YES	NO
Exterior lighting of entrance		
Adequate turnaround space in vestibule for wheelchair	YES	NO
LOBBY, HALLWAYS & CORRIDORS		
Path of travel from entrance		

Are corridors inside the voting facility spacious enough for a wheelchair or scooter to pass comfortably?	YES	NO
Is there level access from the entrance of the voting facility to the voting area?	YES	NO
Are any doormats level with the floor?	YES	NO
Is voting facility well lit?	YES	NO
Obstacles		
INTERIOR DOORS		
Is door hardware accessible?	YES	NO
Is door wide enough for a wheelchair or scooter?	YES	NO
Power assist	YES	NO
Location of button		
Direction of door swing	Inward	Outward
If no power assist, can door be propped open in a safe manner	YES	NO
Vision panels	YES	NO
FIRE EXITS		
Signage		
Location		
Are fire exits accessible?	YES	NO
STAIRWAYS (Locations with stairs may only be used if there is a ramp or elevator also available.)		
Handrails	YES	NO
Surface (will steps be slippery if wet?)		
Inside	YES	NO

Outside	YES	NO
Colour contrast on steps	YES	NO
Is stairway well lit?	YES	NO
WASHROOMS		
Proximity to voting area:		
Available to the public	YES	NO
Is door handle accessible	YES	NO
Does width of door meet accessible standards	YES	NO
Power assist	YES	NO
Location of button		
Direction of door swing	Inward	Outward
If no power assist, can door be propped open in a safe manner	YES	NO
Is there an accessible washroom stall?	YES	NO
CONNECTIVITY		
Telephones		
Landline available for election staff	YES	NO
Location of landline		
Key required	YES	NO
Pay Phone	YES	NO
Location of Pay Phone		
Internet Access		

Is wireless available?	YES	NO
Location of jack(s)		
VOTING AREA		
Is there enough space inside the voting area for a wheelchair or a scooter?	YES	NO
Number of exits		
Are tables available?	YES	NO
Number of tables required:		
Are chairs available?	YES	NO
Number of chairs required:		
Location of power outlets		
Washroom facilities for staff	YES	NO
Regulations for service animals in the voting place	YES	NO

Comments:

Sketch of room: