



2018 Municipal Election Accessibility Plan

Table of Contents

Paragraph Number	Description	Page Number
1	Introduction	1
2	Legislative Requirements	1
3	Definition of Disability	2
4	Election Material	3
5	Mail Drop Off Location, Secure Room, Voting Place	3
6	Staff Training and Election Assistance	3
7	Accessible Service Disruption	4
8	Candidate Information	4
9	Customer Service Feedback	4
10	Post-Election Report	5

1. Introduction

This Plan is for use in the 2018 Municipal Election in conjunction with the Municipality's current policies with regard to accessibility.

The Municipality of Arran-Elderslie election will be conducted in a manner that shall ensure that candidates and electors with disabilities have full and equal access to all election information and services.

This Plan is a living document and will continue to undergo changes.

2. Legislative Requirements

The *Municipal Elections Act, 1996, as amended* makes the following provisions with regard to accessibility as it relates to an election.

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 effect 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, shall make the report available to the public.

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(91).

45(2) In establishing the location of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

3. Definition of Disability

The *Accessibility for Ontarians with Disabilities Act, 2005* defines "disability" as follows:

- (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*.

Disabilities can take many forms: visible and invisible, temporary or permanent. Criteria to be considered when seeking to eliminate barriers include:

- Maintaining consistency with the regulations contained in the *Municipal Elections Act, 1996, as may be amended*,
- Required access to electoral services,
- Existing Municipal policies regarding accessibility,

- Physical limitations with respect to infrastructure, and
- Accessibility legislation (AODA, ODA).

4. Election Material

The 2018 Municipal election will be conducted using the Vote By Mail method. Each Elector is mailed a ballot package which is completed by the Elector in accordance with the directions provided, and returned to the Municipality by 8:00 p.m. on Voting Day.

Alternate formats of election materials project by the Municipality will be available upon request to those with disabilities.

While it is encouraged, it cannot be guaranteed that all election candidates will provide accessible documentation to electors.

Election staff are available to assist any elector or candidate with a disability. Such assistance may include verbal explanation of election material, assistance in marking a ballot or completing a form or attending to an elector who has arrived at the Municipal office but cannot access the physical building.

Staff will not provide advice on how any elector should vote.

5. Mail Drop Off Location, Secure Room, Voting Place

The Municipal Office is the planned location where all election activities will be conducted. While the original ballot package mailing will be conducted by a third party, all replacement ballot packages, revisions to the Voters List, mailing of ballot packages for revisions to the Voters List, returned ballot packages, the mail drop off location, the voting place on Voting Day. The processing of all ballots will be conducted from the Chesley Community Centre.

This location includes the parking lot. The Municipal office location meets the requirements of the *Municipal Elections Act, 1996, as amended* as they relate to accessibility. There are marked accessibility parking spaces in the parking lot. There are accessible entrances which include push button door openers. There will be election staff available for assistance at this location throughout the election.

6. Staff Training and Election Assistance

All staff carrying out election duties will be required to complete or must have completed the Accessible Customer Service training and IASR/Human Rights Training.

Election staff will be provided with this Municipal Election Accessibility Plan and will be instructed to accommodate those with disabilities in a manner which meets their individual needs while maintaining the integrity of the election.

Election staff will understand that a service animal and/or support person may accompany an elector at all times.

Election staff will encourage the use of and receive feedback forms from those with disabilities and will furnish those forms to the Clerk. This will assist in the removal of barriers.

Individual election staff who have disabilities will be accommodated to ensure that they are able to perform their duties while having regard for their disability.

7. Accessible Service Disruption

Notice of disruptions in service will be, whenever possible, posted on the door to the facility and on the Municipal website (www.arran-elderslie.ca)

8. Candidate Information

Any resources which may be of assistance to candidates with regard to accessibility will be provided in a paper or electronic format or in other format if so required.

Regard will be given to the provision of information which will assist candidates in the provision of accessible documentation to electors.

Resources may also be posted on the Municipal website (www.arran-elderslie.ca)

9. Customer Service Feedback

Policy HR1 Accessible Standards for Customers Service and Use of Assistive Devices required for the Implementation of the *Accessibility for Ontarians with Disabilities Act* was established in 2009. This policy includes a feedback form which is to be used by those who wish to express their concerns with respect to customer service as it relates to accessibility. Policy HR1 is attached to this Plan.

Please provide us with your feedback so we know how to best provide an accessible election. Feedback on this Plan can be submitted through the following channels:

Email: info@arran-elderslie.ca
Phone: 519-363-3039 ext 118
Fax: 519-363-2203
By Mail: Municipality of Arran-Elderslie, P.O. Box 70, Chesley, ON
N0G 1L0
In Person: 1925 Bruce Road 10, Chesley, ON

10. Post-Election Report

In accordance with the *Municipal Elections Act, 1996, as amended* from time to time, a report to Council in the appropriate format will be made by the Clerk. The report will be made within 90 days of Voting Day and will outline the successes and challenges of the election as it related to accessibility.