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The Municipality of Trent Hills

2022 Municipal Election Accessibility Plan

Approved by the Municipal Clerk
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1. Introduction

This plan will address the specific accessibility requirements in relation to the 2022 Municipal Election in the Municipality of Trent Hills.

The Municipality of Trent Hills has made great efforts in promoting a barrier-free community. In an effort to ensure that the 2022 Municipal Election is consistent with the core principles of the Accessibility for Ontarians with Disabilities Act, 2005, this planning document was developed in advance of the election in order to identify measures to be taken and reported to Council following the election.

2. Objectives

This plan is intended to highlight measures that the Municipality of Trent Hills will be implementing to ensure equal opportunity for all electors and candidates. These objectives include:

- That persons with disabilities are able to independently cast their vote and verify their selection.
- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates.
- That persons with disabilities can fully participate in the Municipal Election as an elector or candidate.
- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as the newspaper, media launches, the Municipality of Trent Hills' website and social media.
- That the Voter Help Centre is accessible.

3. Development of the Plan

This Plan is a “living” document, which will be improved and updated as best practices are identified and new opportunities for improvement arise. In order to develop the plan below, several steps were taken in order to ensure that the statutory requirements were met and a feasible implementation plan was in place. During the development of the 2022 Municipal Election Accessibility Plan, the following steps shall be implemented:

- Review and analysis of documents, policies and other supporting materials from AMCTO, neighboring municipalities, the Ministry of Municipal Affairs and Housing, technology suppliers and other various stakeholder groups.
- Establish staff training standards and practices directly related to the Election to ensure that people with disabilities are able to vote in a positive customer service environment, and ensure that all Election Officials recognize that a voter’s needs shall be accommodated.

4. Voting Methods

The 2022 Municipality of Trent Hills Municipal Election will be working with Intelivote Systems Inc. to provide eVoting services to eligible voters. This includes the convenience and independence of voting from anywhere via telephone or internet during the October 12 – 24, 2022 Voting Period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

The Intelivote Voting System provides voters with the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation. Additionally, persons who have assistive devices set up in their homes can use them to assist with casting a ballot privately and independently.

By allowing persons with disabilities to vote from any location and from a selection of methods, there is an increase in the capability for the voter to vote without any assistance. This provides persons with disabilities the same independence and privacy in participating in the election as other voters. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at the Voter Help Centre offered at the Municipal Office, throughout the Voting Period.

4.1 Telephone Voting

Eligible voters may vote using a touch-tone telephone, and the toll-free telephone number, date of birth, and PIN number contained in their Voter Information Letter to access an audio ballot. Communication barriers can make it difficult for people to receive or convey information. Barriers may be identified as low volume, use of language that is not clear or plain, and confusing or unorganized menu options.

The Intelivote telephone voting application provides the following:

- Service on all types of touch-tone phones and wireless devices.
- Clear, plain language.
- Menu options that are easy to follow, advising when to select options and provision of confirmation of the voter's selections.
- Standard volume is used to allow for adjustment dependent of the telephone or device being utilized.

4.2 Internet Voting

Eligible voters may vote online, using any internet-enabled device and any accompanying assistive devices or software, along with their date of birth and PIN and qualifying information, to access the internet address provided in their Voter Information Letter.

The Intelivote System has been created to meet the Web Content Accessibility Guidelines (WCAG-2 Level AA), so that persons with disabilities can perceive, understand, navigate and interact with the online voting system. It is compliant with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with audio.

4.3 In-person Voting at Alternative Voting Locations

For those individuals without means to access voting via telephone or internet, several Alternative Voting Locations will be available to provide in-person internet voting opportunities via a computer.

Access to the Alternative Voting Location interior and voting area shall be level and slip-resistant. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. The voting area shall be well-lit and seating shall be available. Entrance corridors shall be clear of obstructions and tripping hazards and will allow sufficient space for use of a wheelchair or scooter.

An accessible voting area will be available at each Alternative Voting Location. These areas shall be low in height and have a wide area to allow for individuals who use a wheelchair or scooter to vote independently and secretively.

Voters may attend any Alternative Voting Location throughout the Voting Period.

Computers will be available at the following Library branches, however, no Election Officials will be present.

Campbellford Library, 98 Bridge Street East, Campbellford
Internet only
October 12 – 24, 2022 – regular business hours

Hastings Library, 6 Albert Street West, Hastings
Internet only
October 12 – 24, 2022 – regular business hours

Warkworth Library, 40 Main Street, Warkworth
Internet only
October 12 – 24, 2022 – regular business hours

The Municipality of Trent Hills will be operating the following Alternative Voting Location, as the Voter Help Centre, during the Voting Period. Election Officials will be available at the Voter Help Centre.

Municipal Office, 66 Front Street South, Campbellford
Internet only
October 12 – 9:00 a.m. to 4:30 p.m.
October 13 – 8:30 a.m. to 4:30 p.m.
October 14 – 8:30 a.m. to 4:30 p.m.
October 17 – 8:30 a.m. to 4:30 p.m.
October 18 – 8:30 a.m. to 4:30 p.m.
October 19 – 8:30 a.m. to 4:30 p.m.
October 20 – 8:30 a.m. to 4:30 p.m.
October 21 – 8:30 a.m. to 4:30 p.m.
October 24 – 8:30 a.m. to 8:00 p.m.

4.4 Special Voting Provisions

Election Officials will attend specific nursing homes and retirement residences, to set up on-site voting kiosks, or bedside voting opportunities for residents of the respective facilities.

5. Alternative Voting Locations

The following considerations have been taken into account when determining which locations will be used:

5.1 Accessible Route

The name and/or address of the Alternative Voting Location shall be clearly visible. Seating areas shall be provided throughout the location for individuals needing a rest.

5.2 Entrance and Exit

The route to the entrance of the Alternative Voting Location shall be unobstructed and accessible. The route shall be wide enough to allow for an individual using a wheelchair, scooter, other assistive device, or service animal to travel safely. Doors into the alternative voting location shall be accessible and easy to open or shall remain propped open for the duration of the Alternative Voting Location hours. Routine checks of entrance and exit routes will be made throughout the hours of operation.

5.3 Parking

Accessible parking shall be available at all Alternative Voting Locations. The designated parking space(s) shall be clearly marked with the international Symbol of Accessibility and will be on firm and level ground, close to the entrance of the Alternative Voting Location.

6. Voting Assistance

6.1 Election Officials

At the Voter Help Centre at the Municipal Office, upon request, Election Officials are available to assist any voter who requires assistance in casting their online ballot. All individuals working in the capacity of an Election Official are formally appointed and administered an oath of secrecy prior to the Voting Period.

7. Communication

The 2022 Municipal Election Accessibility Plan will be made available at the Municipal Office and by way of the Municipality of Trent Hills web site www.trenthills.ca/election2022 Alternative formats will be made available upon request.

7.1 Election Materials

The Municipality of Trent Hills is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that takes into account the person's disability.

Alternate Formats

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 Municipality of Trent Hills 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 Municipality of Trent Hills or is supplied by a third party, the Municipality of Trent Hills will make every effort to obtain 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 Municipality of Trent Hills will be provided in a Arial font, minimum 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 Municipality of Trent Hills on the website in relation to the election will be compliant with WCAG 2.0 Level A, and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser’s functionality to aid the user in reading the information.

7.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Municipality of Trent Hills’ control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible. In these instances of service disruptions, the Municipality of Trent Hills shall provide reasonable notice in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities.

Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective location(s) and information shall also be posted on the Municipality of Trent Hills website. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

Accessible services in relation to this plan include alternative voting locations, election materials and/or voting provisions for Electors with disabilities at the alternative voting location.

In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting places during the Voting Period, notices of disruption will be posted in real time on the Municipality of Trent Hills’ website.

8. Candidates

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed in order to ensure that they are fully accessible.

9. Reporting

Pursuant to Section 12.1 of the Municipal Elections Act, 1996, within 90 days after Voting Day, the Municipal Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.