



# 2018 Municipal Election Accessibility Plan

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## **1. INTRODUCTION**

This plan will address the specific accessibility requirements in relation to the 2018 Municipal Election in the Town of Petrolia.

The Town of Petrolia has made great efforts in promoting a barrier free community. In an effort to ensure that the 2018 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 Town of Petrolia 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 all Voter Assistance Locations are accessible. These locations are found at the Municipal Office, Greenwood Arena, & the Farmers' Market Kerr Building.

### **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 2018 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 2018 Town of Petrolia 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, internet or in-person at a voter assistance station or the Petrolia Library during the October 11 – 22, 2018 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 now 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 in-person Polling Locations offered across Town of Petrolia, 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. Communications 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 a smart phone, tablet device, gaming device or computer 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 Instruction 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 Voter Assistance Station(s)

For those individuals without means to access voting via telephone or internet, or who require the assistance of a trained Election Official, several voting assistance station will be available to provide in-person internet voting opportunities via a tablet, and to provide access to wi-fi connectivity.

Access to the voter assistance station 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 voter assistance 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 voter assistance station location throughout the voting period. The Town of Petrolia will be operating the following voter assistance location(s) and hours during the Voting Period:

Date	Victoria Hall	Greenwood Arena	Farmers' Market Kerr Building
Thursday, October 11	9:00 am to 4:30 pm	~	~
Friday, October 12	8:30 am to 4:30 pm	~	~
Saturday, October 13	9:00 am to 1:00 pm	9:00 am to 1:00 pm	9:00 am to 1:00 pm
Monday, October 15	8:30 am to 4:30 pm	~	~
Tuesday, October 16	8:30 am to 4:30 pm	~	~
Wednesday, October 17	8:30 am to 4:30 pm	~	~
Thursday, October 18	8:30 am to 4:30 pm	~	~
Friday, October 19	8:30 am to 4:30 pm	~	~
Saturday, October 20	9:00 am to 1:00 pm	9:00 am to 1:00 pm	9:00 am to 1:00 pm
<b>Monday, October 22</b>	8:30 am to 8:00 pm	~	~

## **VICTORIA HALL**

**Town Hall, Municipal Office, lower level (411 Greenfield Street)**

**Tablet access & wi-fi connectivity**

**Public Telephone (no charge)**

## **Greenwood Recreation Centre**

**Arena, main level, Silver Stick room (4065 Dufferin Ave)**

**Tablet access & wi-fi connectivity**

## **KERR BUILDING**

**Farmers' Market (369 Fletcher Street)**

**Tablet access & wi-fi connectivity**

Note: The Petrolia Library always has public access computers and public wi-fi access during operating hours.

### **4.4 Special Voting Provisions**

Election staff shall visit sites including long-term care facilities and retirement homes, to set-up on-site voting kiosks, or bedside voting opportunities for residents.

## **5. VOTING LOCATION(S)**

An accessibility assessment of each physical location will be conducted. The following considerations are taken into account when determining which location(s) will be used:

### **5.1 Accessible Route**

Proximity of the voting location to accessible public transit routes shall be considered in the selection of voting location(s). The name and/or address of the voting location shall be clearly visible. An easily navigable route will be marked for entry into the voting location and into the voting area within the location. The voting area shall be identified with clear and understandable signage. Seating areas shall be provided throughout the voting location for individuals needing a rest.

## **5.2 Entrance and Exit**

The route to the entrance of the 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 voting location and voting area shall be accessible and easy to open or shall remain propped open for the duration of the 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 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 voting location. By-law officers will monitor and enforce parking at voting locations throughout the day.

# **6. VOTING ASSISTANCE**

## **6.1 Support Person/Friend of the Voter**

People with disabilities shall be permitted to be accompanied by a support person at any voting location. A designated support person and/or 'Friend of the Voter' will be administered an oath of secrecy/confidentiality by an Election Official prior to providing any such assistance.

## **6.2 Service Animals**

Individuals requiring service animals are permitted to be accompanied by a service animal at all voting locations.

## **6.3 Election Officials**

At in-person voter assistance locations, 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 as such and administered an oath of secrecy prior to voting day.



## 7. COMMUNICATION

The 2018 Municipal Election Accessibility Plan will be made available at the Municipal Office and by way of the Town of Petrolia web site [www.town.petrolia.on.ca](http://www.town.petrolia.on.ca) Alternative formats will be made available upon request.

Information regarding the accessibility measures provided for the 2018 Municipal Election shall be included in general election advertising as well as in the 2018 Municipal Election Nomination Package.

### 7.1 Election Materials

The Town of Petrolia is required, as per the Accessible Customer Service Standard, to provide a copy of this 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 Town of Petrolia 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 Town of Petrolia or is supplied by a third party, the Town of Petrolia 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 Town of Petrolia will be provided in a Arial font, minimum 11 point, and can be made available in a font (print) size that is 16 to 20 points or larger.

**Website** – Information generated by the Town of Petrolia 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 Town of Petrolia 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 Town of Petrolia 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 Town of Petrolia 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 voting places, election materials and/or voting provisions for Electors with disabilities at the voting place.

In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting places during the advance vote or on Election Day, notices of disruption will be posted in real time on the Town of Petrolia 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. The Accessibility Directorate of Ontario has released several quick reference documents to assist candidates with accessible elections considerations:

- [Count Us In: Removing Barriers to Political Participation - Quick Reference Guide to Accessible Campaign Information and Communication](#)
- [Count Us In: Removing Barriers to Political Participation - Quick Reference Guide to Accessible Constituency, Riding Association, Central Party and Campaign Offices](#)
- [Count Us In: Removing Barriers to Political Participation - Quick Reference Guide to Accessible All Candidates Meetings](#)

## REPORTING

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