

REPORT TO COUNCIL

Meeting Date: 24/01/2023

Report Number: 2023-CLK-002

Presented by: Jennifer Montreuil

Department: Corporate Services

REPORT TITLE

2022 Post-Election Accessibility Report

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-CLK-002 entitled “**2022 Post-Election Accessibility Report**” be received for information.

INTRODUCTION

Section 12.1(3) of the *Municipal Elections Act*, 1996, indicates that the Clerk shall prepare a report within 90 days after voting day in a regular election, about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

The Municipal Elections Act also identifies that such a report be made available to the public.

DISCUSSION

The Town of Kirkland Lake is a community that respects the dignity and rights of persons with disabilities and endeavors to promote a barrier-free and inclusive community.

The focus of the 2022 Post-Election Accessibility Report is to evaluate the accessibility of the electoral services offered by outlining the actions taken regarding the identification, removal and prevention of barriers that affected electors and candidates with disabilities and how these actions impacted their voting experience

The Clerk’s Office and Election Officials strived to make the 2022 Municipal and School Board Elections accessible and inclusive through the implementation of the following initiatives, as they relate to the identification, removal, and prevention of barriers to candidates and voters with disabilities.

Election Preparation

In preparation for the 2022 Municipal and School Board Elections, the Timiskaming District Clerks met, reviewed the relevant legislation, and implemented a number of initiatives to ensure compliance.

As required by the *Municipal Elections Act*, the Returning Officer prepared a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with a disability. It was drafted to confirm that the needs of the community were being met and made the plan available to the public before Election Day by posting on the Town's Website and providing same to all candidates upon registration.

Upon requests from persons with limited abilities, Clerk's Office staff provided copies of election documents, or the information contained in the document, in a format that considered the person's needs, where possible.

The [Town's Election Landing Page](#) was designed to be both informative and accessible, and updated daily as additional information became available. The site was compliant with WCAG 2.0 Level A guidelines and allowed for personal assistive technologies and the adjustment of colour and font. All information was placed in distinct sections to promote ease of use, accessibility, and transparency. The information available online used clear and simple language and was continuously updated to reflect the most recent election developments and information. Staff collaborated with community advocates to disseminate election information to persons with disabilities.

Nursing and long-term cares homes were attended by the Returning Officer and Election Officials who were designated to be on-site on Election Day to present key information regarding the 2022 Municipal and School Board Elections and discuss voter assistance processes as established in procedures. Staff also attended specific institutions to assist electors including Extendicare, Teck Pioneer Residence, and the Hospital.

Two versions of the plan were circulated; Version 1 (Attachment 1) which was published on April 29, 2022 and Version 2 (Attachment 2) which included a visual diagrams of the advance and election day polling locations as a results of Site Audit Inspection conducted by the Returning Officer (Municipal Clerk) and Director of Community Services which was published on September 26, 2022 and circulated to all certified candidates prior to the first day of Advanced Voting (October 5, 2022).

The Site Audit Inspections were critical in ensuring that the facilities had barrier-free paths of travel from the parking lots, sidewalks, and travel inside to the voting location, barrier-free parking, door operators or accessible doors, adequate lighting, and adequate slope and surface. They prioritized the identification of voting location access routes and entrances by providing appropriate internal and external signage, ensuring that voters with accessibility needs were directed to the accessible voting entrance through

prominent signage, and making the accessible entrance the same as the main entrance where possible.

To elaborate, once the planned strategies and actions were undertaken, the Returning Officer continued to monitor the applicable legislation, standards and deadlines and look to relevant Court decisions to ensure that any new requirements were incorporated in the Plan and considered in the implementation of the 2022 Municipal and School Board Elections.

During Advanced & Voting Day Periods

During advanced, alternative, and voting day poll periods, personal assistive devices were permitted at the various voting locations, such as wheelchairs and walkers. Support persons and service animals were welcomed, and assistance was offered to voters at every stage of the voting process, including being greeted at the door, making any necessary amendments to their information on the Voters' List, and casting their ballot. Chairs and magnifiers were available for voters with limited physical abilities to sit at while they either waited or completed their ballot. Staff accommodated those with visible discomfort with a "one-stop" completion of the process. Forms and oaths were printed in large font to assist voters with low vision, and Election Officials read and signed oaths upon voters' requests.

Accessible Customer Service Feedback Forms (Attachment 3) were available at each voting location held in the Town of Kirkland Lake.

Identification of Barriers

The Municipal Clerk consulted with area Clerks, past Election Staff and the 2018 Post-Election Report regarding election related accessibility initiatives.

- An accessibility checklist was developed and used during site inspections of potential voting locations.
- All voting equipment was evaluated and assessed by the Town and vendor to ensure it met the needs of voters with disabilities.
- A demonstration of all voting equipment was made available to all candidates wishing to review same.
- A risk analysis of past administrative practices was performed and identified potential risk to accessibility needs. As a result, strategies were developed to minimize these risks during the 2022 election.

REMOVAL AND PREVENTION OF BARRIERS

Information and Communication

Clerk's Office staff underwent the following initiatives to ensure communication practices were inclusive:

- Information surrounding the accessibility of the 2022 Municipal and School Board Elections commenced in April 2022 when the municipality created its Election webpage, secured the contract with its vendor for Tabulator and AutoMark technology and in confirming the official sites for holding advanced and voting poll locations. This information was included in the April and July mailing of Tax and Water bills.
- All election information was advertised to be available in an alternative format upon request.
- All related information was posted to the Town's website and all social media outlets.
- An email account was utilized for receiving and addressing feedback.
- Our nursing homes, retirement facilities and long-term care staff assisted in circulating election information to its eligible residents.
- All signs posted at voting locations were designed following accessible signage guidelines.

Voting Locations

- Site inspections were performed by the Municipal Clerk and Director of Community Services at all potential voting locations.
- Accessibility checklists were completed for each location and were published on the Town's website.
- Service animals and support persons were permitted in all voting locations.
- All posted signs at voting locations were designed following accessible signage guidelines.
- All voting locations provided sufficient designated accessible parking spaces and appropriate indoor and outdoor lighting.
- Election Officials were instructed to monitor accessible entrances and provide assistance to voters experiencing difficulty entering the building.
- Voting opportunities were provided at institutions, in which twenty or more beds are occupied by persons who are disabled, chronically ill or infirm.

Voting Methods

- AutoMark ballot marking technology and an Election Aid was provided on Election Day offering all electors the opportunity to vote independently by touch screen, braille ballot and audio-tactile keypad.
- Voting locations were equipped with tools and resources such as magnifying tools for persons with visual disabilities.
- Election staff provided support, as requested, for all persons with varying abilities.
- Upon appointment, Election staff attended to shut-ins on Election Day within the electoral boundary to allow those with high mobility issue an opportunity to cast their ballot.

Election Staff Training

- Election accessibility training incorporated information relating to the training requirements set out in the *Accessibility for Ontarians with Disabilities Act, 2005* with a focus on assisting voters through the election process at the voting locations. A quiz was taken by all Election Staff involved in the 2022 Municipal and School Board Elections.
- Prior to participating in elections training, Town of Kirkland Lake Staff who participated as Election Officials had all completed mandatory orientation training on the *Accessibility for Ontarians with Disabilities Act* and the Town's Customer Service Policy and how to serve persons with disabilities.
- Election Officials were mandated to attend a training session which highlighted best practices on how to assist voters. This included assisting voters with disabilities, and the accommodations and special services available to assist voters. Scenario-based training also allowed Election Officials to consider scenarios specific to persons with disabilities, including voters bringing a service animal or support person to a voting location and voters in a mental health crisis, voters who experience visual and mobility abilities, and those who would have required assistance in reading and signing oaths.

Public Feedback

- The Town encouraged feedback from the public. Feedback will continue to be received until the next election.
- Very minimal feedback was received.
- During advanced voting up and until the close of voting day, election staff received various notes from certain elector aids identifying that electronic voting could facilitate ease of voting for persons with mobility issues.

- Observations were noted throughout the advanced and voting day polls by the Municipal Clerk who will investigate alternative options for marking ballots (filling bubble, marking with an X, “dabber” style selection) in the next election.
- On October 24, 2022, a voter requested that additional space between the privacy blind and the table be considered to mark the ballot in future elections. Staff noted the feedback for consideration in the 2026 Municipal Election. The voter was notified of such direction.

Next Steps

All comments received regarding improving the deliverance of election services relating to accessibility needs will be taken into consideration during the implementation stages for the 2026 municipal election.

OTHER ALTERNATIVES CONSIDERED

Not Applicable.

FINANCIAL CONSIDERATIONS

The Financial aspects of the Town’s standard accessibility practices undertaken in the 2022 Municipal and School Board Elections were incorporated into the 2022 Operating Budget, including administrative resources to conduct inspections, remedy any barriers, preparing the schematics of the voting locations, together with the rental and purchase of accessible materials and equipment.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Transparency

Goals: Provide Outstanding Service

Objectives: Implement Sustainable Service Delivery, Develop Better Communications & Enhanced Openness and Transparency; Improving Health and Safety for Staff & the Public

ACCESSIBILITY CONSIDERATIONS

The Town continues to make reasonable efforts to ensure that its policies, practices, and procedures are consistent in providing quality goods and services that are accessible to all persons. We will continue to promote an inclusive community that is dedicated to pursuing healthy and balanced lifestyles for everyone which speaks to the Town’s commitments in delivering exceptional municipal customer service standards, including during municipal and school board elections.

CONCLUSION

It is Administration's conclusion that the Town of Kirkland Lake met the goal of ensuring that electors within the municipality who required accessibility services were provided the best opportunity to vote as independently as possible in the 2022 Municipal and School Board Elections. Staff strived to make the nomination and registration process as accessible as possible for candidates and third parties. Debriefs have been conducted with Election Officials and feedback regarding the accessibility of the election will be considered by the Municipal Clerk in preparation for the 2026 municipal and school board elections.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

Town of Kirkland Lake Electors

2022 Kirkland Lake Election Team

ATTACHMENTS

Attachment 1 - 2022 TKL Election Accessibility Plan - Version 1

Attachment 2 - 2022 TKL Election Accessibility Plan - Version 2

Attachment 3 - 2022 TKL Accessible Customer Service Feedback Form

2022 **VOTE**

KIRKLAND LAKE **Municipal Election**

The Corporation of the Town of Kirkland Lake **Election Accessibility Plan 2022**



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

For information or assistance, please contact:

Jennifer Montreuil, Municipal Clerk

Returning Officer

Telephone: 705-567-9361 Ext. 238

Email: vote@tkl.ca

Website: https://www.kirklandlake.ca/2022_elections

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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 2018 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 are able to vote independently and privately with access to voting assistance if required; and
- creating a positive voting experience.

The Municipal Clerk's Office will continue to learn, develop and adjust our approaches in order 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 Municipal Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors have the opportunity to 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 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).
- 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 was initially developed in consultation with Community Living Kirkland Lake, and 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

Appointed election officials will undergo training on accessible election equipment and assisting electors with a disability, including how to interact and communicate with persons with various types of disabilities including difficulties reading and writing, hearing, talking, walking, and with persons who use an assistive device or require the assistance of a service animal or support person.

3. Election Information, Communications and Limitations

Information is available in an alternative format upon request.

This plan and other information regarding accessibility will be provided to candidates and registered third party advertisers and posted on the Town’s website.

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

Email: vote@tkl.ca

Website: www.kirklandlake.ca/2022_elections

3.1 Limitation on Candidate and Third Party Disability Campaign Expenses

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 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

In order to ensure that each voting location is accessible to electors with differing abilities, an accessible voting location inspection/checklist has been prepared in order 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 (October 24, 2022), 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 Accessible Voting Equipment

The Town will provide accessible voting equipment on voting day at the Royal Canadian Legion Branch 87 for all eligible voters. This includes the use of an audio

ballot marker that uses either a sip'n'puff, Assisted Technology Device or paddle to mark and move through ballot suggestions.

If the voter is unable to physically attend the voting location, the Deputy Returning Officer may attend to voters in their specific living areas or at their bedside to assist them to vote. All election workers take an "Oath of Secrecy" for this purpose. Scheduling will be required for this service, therefore, it is recommended that advance notice is given to the Clerk's Office in the event that this service is required. Please see Proxy Voting below for a further alternative.

4.3 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 Municipal Clerk's Office. Appointments will be taken effective Thursday, September 1, 2022.

4.4 Support Persons and Service Animals

If Electors do not wish to seek assistance from Election Officials, Electors are also permitted to be accompanied by a support person. A designated support person and/or "Friend" will be administered an Oath of Secrecy by an Election Official prior to providing such assistance.

Electors requiring the assistance of a service animal are permitted to bring the service animal into all areas of the Voting Place.

5. Continued Improvements/Feedback

The Municipal Clerk's Office 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: 705-567-9361 Ext. 238

By email: vote@tkl.ca

In person or by mail to: Office of the Municipal Clerk, Town of Kirkland Lake, 3 Kirkland St. W., PO Box 1757, Kirkland *Lake, ON P2N 3P4

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 in a format accessible to persons with disabilities and distributed to other stakeholders on request.

For information or assistance, please contact Jennifer Montreuil, Municipal Clerk and Returning Officer at 705-567-9361 Ext. 238.



| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|--|-------------------|------------------|
| Location: | | |
| Property Manager: | | |
| Phone Number: | | |
| Availability of Custodial Staff: | | |
| PARKING | | |
| Adequate number of parking spaces? | YES | NO |
| Number of Accessible Parking Spaces: | | |
| Vertical Signage? | YES | NO |
| Pavement Markings? | YES | NO |
| Location in respect to the entrance way/distance to walk: | | |
| Is there adequate lighting? | YES | NO |
| WALKWAYS AND RAMPS | | |
| Surface: | PAVED CONCRETE | GRAVEL |
| Accessible route from parking to entrance? | YES | NO |
| Surface to voting location easy to travel and in good condition? | YES | NO |
| Curb cuts where required? | YES | NO |
| Is there a ramp to replace steps? | YES | NO |
| Is the ramp well designed and safe? | YES | NO |
| Handrails Required? | YES | NO |
| Handrail Availability? | AVAILABLE | NOT AVAILABLE |
| Obstacles: | | |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|---|-------------------|---------|
| DROP-OFF AND LOADING ZONES | | |
| Location: | | |
| Signage: | | |
| Lighting: | | |
| Surface: | PAVED CONCRETE | GRAVEL |
| Appropriate for Voter Drop-off/Hand-Van? | 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? | YES | NO |
| 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 |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|--|--------|---------|
| 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 |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|---|--------|---------|
| WASHROOMS | | |
| Proximity to voting room: | | |
| 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 ROOM | | |
| Is there enough space inside the voting area for a wheelchair or a scooter? | YES | NO |
| Number of exits: | | |
| Are tables available? | YES | NO |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|---|-----|----|
| 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 the Room:

Location:

2022 **VOTE**

KIRKLAND LAKE **Municipal Election**

The Corporation of the Town of Kirkland Lake **Election Accessibility Plan 2022**



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“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,
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- (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”)

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This plan was initially developed in consultation with Community Living Kirkland Lake, and will provide an overview of the following items:

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- 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

Appointed election officials will undergo training on accessible election equipment and assisting electors with a disability, including how to interact and communicate with persons with various types of disabilities including difficulties reading and writing, hearing, talking, walking, and with persons who use an assistive device or require the assistance of a service animal or support person.

3. Election Information, Communications and Limitations

Information is available in an alternative format upon request.

This plan and other information regarding accessibility will be provided to candidates and registered third party advertisers and posted on the Town’s website.

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

Email: vote@tkl.ca

Website: www.kirklandlake.ca/2022_elections

3.1 Limitation on Candidate and Third Party Disability Campaign Expenses

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 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

In order to ensure that each voting location is accessible to electors with differing abilities, an accessible voting location inspection/checklist has been prepared in order 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 (October 24, 2022), 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 Accessible Voting Equipment

The Town will provide accessible voting equipment on Voting Day at the Royal Canadian Legion Branch 87 for all eligible voters. This includes the use of an audio

ballot marker that uses either a sip'n'puff, Assisted Technology Device or paddle to mark and move through ballot suggestions.

If the voter is unable to physically attend the voting location, the Deputy Returning Officer may attend to voters in their specific living areas or at their bedside to assist them to vote. All election workers take an "Oath of Secrecy" for this purpose. Scheduling will be required for this service, therefore, it is recommended that advance notice is given to the Clerk's Office in the event that this service is required. Please see Proxy Voting below for a further alternative.

4.3 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 Municipal Clerk's Office. Appointments will be taken effective Thursday, September 1, 2022.

4.4 Support Persons and Service Animals

If Electors do not wish to seek assistance from Election Officials, Electors are also permitted to be accompanied by a support person. A designated support person and/or "Friend" will be administered an Oath of Secrecy by an Election Official prior to providing such assistance.

Electors requiring the assistance of a service animal are permitted to bring the service animal into all areas of the Voting Place.

5. Continued Improvements/Feedback

The Municipal Clerk's Office 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: 705-567-9361 Ext. 238

By email: vote@tkl.ca

In person or by mail to: Office of the Municipal Clerk, Town of Kirkland Lake, 3 Kirkland St. W., PO Box 1757, Kirkland *Lake, ON P2N 3P4

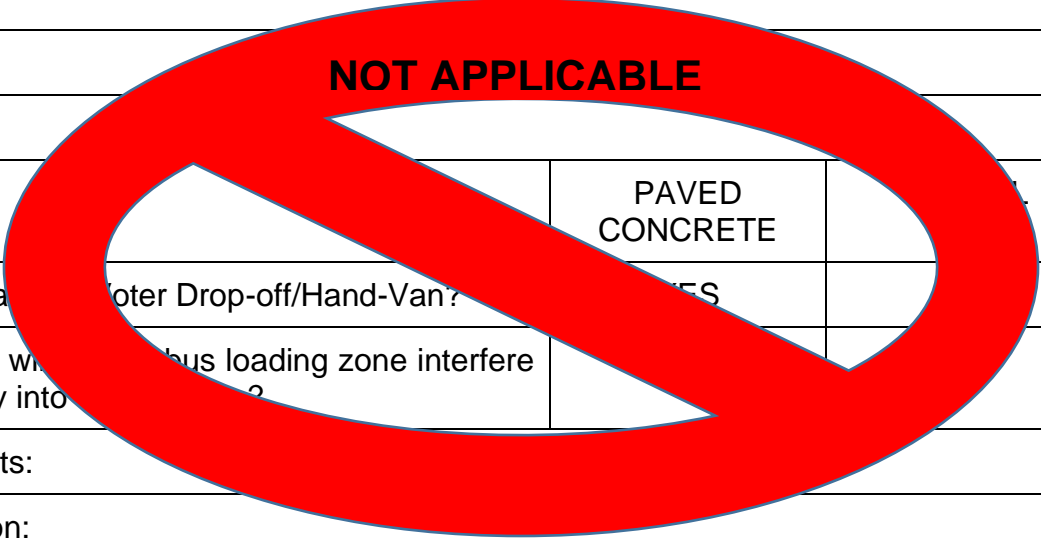
5.2 Post-Election Accessibility Report

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 in a format accessible to persons with disabilities and distributed to other stakeholders on request.

For information or assistance, please contact Jennifer Montreuil, Municipal Clerk and Returning Officer at 705-567-9361 Ext. 238.

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|--|---|--------------------------|
| Location: Royal Canadian Legion, Branch 87 1 Summerhayes Avenue | | |
| Property Manager: Linda Ede | | |
| Phone Number: 705-567-4515 | | |
| Availability of Custodial Staff: N/A | | |
| PARKING | | |
| Adequate number of parking spaces? | YES | NO |
| Number of Accessible Parking Spaces: | 4 (parking spaces 12 through 15) | |
| Vertical Signage? | YES | NO |
| Pavement Markings? | YES | NO |
| Location in respect to the entrance way/distance to walk: | 12 steps | |
| Is there adequate lighting? | YES | NO |
| WALKWAYS AND RAMPS | | |
| Surface: | PAVED CONCRETE | GRAVEL |
| Accessible route from parking to entrance? | YES | NO |
| Surface to voting location easy to travel and in good condition? | YES | NO |
| Curb cuts where required? | N/A | |
| Is there a ramp to replace steps? | N/A | |
| Is the ramp well designed and safe? | N/A | |
| Handrails Required? | YES | NO |
| Handrail Availability? | AVAILABLE | NOT AVAILABLE |
| Obstacles: N/A | | |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|---|-------------------|---------|
| DROP-OFF AND LOADING ZONES | | |
| Location: | | |
| Signage: | | |
| Lighting: | | |
| Surface: | PAVED CONCRETE | |
| Appropriate Voter Drop-off/Hand-Van? | YES | |
| If school, will bus loading zone interfere with entry into building? | | |
| 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? | YES | NO |
| 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 |



| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|---|-----------------------|---------|
| 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: | N/A | |
| 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: Yes | | |
| Location: Front and Side | | |
| 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 step become wet?) | NOT APPLICABLE | |
| Inside | YES | NO |
| Outside | YES | NO |
| Colour contrast on | | NO |
| Is stairway well lit? | YES | NO |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|---|-------------------------------|-----------|
| WASHROOMS | | |
| Proximity to voting room: | | |
| 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: | N/A | |
| 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: | Kitchen – front wall | |
| Key required? | YES | NO |
| Pay Phone? | YES | NO |
| Location of Pay Phone: | N/A | |
| Internet Access: | | |
| Is wireless available? | YES, PASSWORD REQUIRED | |
| Location of jack(s): | N/A | |
| VOTING ROOM | | |
| Is there enough space inside the voting area for a wheelchair or a scooter? | YES | NO |
| Number of exits: | 2 + 2 secondary exits | |
| Are tables available? | YES | NO |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|--|-----|----|
| Number of tables required: Advanced: 10 -12 | | |
| Are chairs available? | YES | NO |
| Number of chairs required: 25-30 | | |
| Location of power outlets: 13 | | |
| Washroom facilities for staff? | YES | NO |
| Regulations for service animals in the voting place? | YES | NO |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|--|---------------------------|---------------|
| Location: Swastika Community Centre & Riverside Community Church 30 Grenfell Ave. Swastika, ON | | |
| Property Manager: Jenita Naylor | | |
| Phone Number: 705-642-3205 | | |
| Availability of Custodial Staff: N/A | | |
| PARKING | | |
| Adequate number of parking spaces? | YES | NO |
| Number of Accessible Parking Spaces: NIL | | |
| Vertical Signage? | YES | NO |
| Pavement Markings? | YES | NO |
| Location in respect to the entrance way/distance to walk: | | |
| Is there adequate lighting? | YES | NO |
| WALKWAYS AND RAMPS | | |
| Surface: | PAVED CONCRETE | GRAVEL |
| Accessible route from parking to entrance? | YES | NO |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|--|-------------------|----------------------|
| Surface to voting location easy to travel and in good condition? | YES | NO |
| Curb cuts where required? | N/A | |
| Is there a ramp to replace steps? | N/A | |
| Is the ramp well designed and safe? | N/A | |
| Handrails Required? | YES | NO |
| Handrail Availability? | AVAILABLE | NOT AVAILABLE |
| Obstacles: None | | |
| DROP-OFF AND LOADING ZONES | | |
| Location: | | |
| Signage: | | |
| NOT APPLICABLE | | |
| Lighting: | | |
| Surface: | PAVED CONCRETE | LEVEL |
| Appropriate for Voter Drop-off/Hand-vehicle? | YES | |
| If school, school bus loading zone interfere with entry to location? | NO | |
| Comments: | | |
| Resolution: | | |
| ENTRANCES AND EXTERIOR DOORS | | |
| Identify entrance to be used: Front off of Riverside Drive | | |
| Is door hardware accessible? | YES | NO |
| Is door wide enough for wheelchair or scooter? | YES | NO |
| Power Assist? | YES | NO |
| Location of Button: N/A | | |
| Direction of Door Swing: | INWARD | OUTWARD |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|---|------------|----------------|
| If no power assist, can door be propped open in a safe manner? | YES | NO |
| Exterior lighting of entrance? | YES | NO |
| 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: None | | |
| 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: | N/A | |
| 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: YES | | |
| Location: Behind and in front of space | | |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|--|-----------------------|-----------|
| 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 wet?) | NOT APPLICABLE | |
| Inside | YES | NO |
| Outside | YES | NO |
| Colour contrast of | | NO |
| Is stairway well lit? | YES | NO |
| WASHROOMS | | |
| Proximity to voting room: | | |
| 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: | N/A | |
| 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: | N/A | |
| Key required? | YES | NO |
| Pay Phone? | YES | NO |

| 2022 ELECTION BARRIER-FREE ACCESSIBILITY CHECKLIST | | |
|---|-----|-----|
| Location of Pay Phone: | | N/A |
| Internet Access: | | |
| Is wireless available? | YES | NO |
| Location of jack(s): | | N/A |
| VOTING ROOM | | |
| Is there enough space inside the voting area for a wheelchair or a scooter? | YES | NO |
| Number of exits: 1 accessible, 1 not accessible (stairs) | | |
| Are tables available? | YES | NO |
| Number of tables required: 8-10 | | |
| Are chairs available? | YES | NO |
| Number of chairs required: 12-15 | | |
| Location of power outlets: North facing wall and entranceway | | |
| Washroom facilities for staff? | YES | NO |
| Regulations for service animals in the voting place? | YES | NO |

Comments:

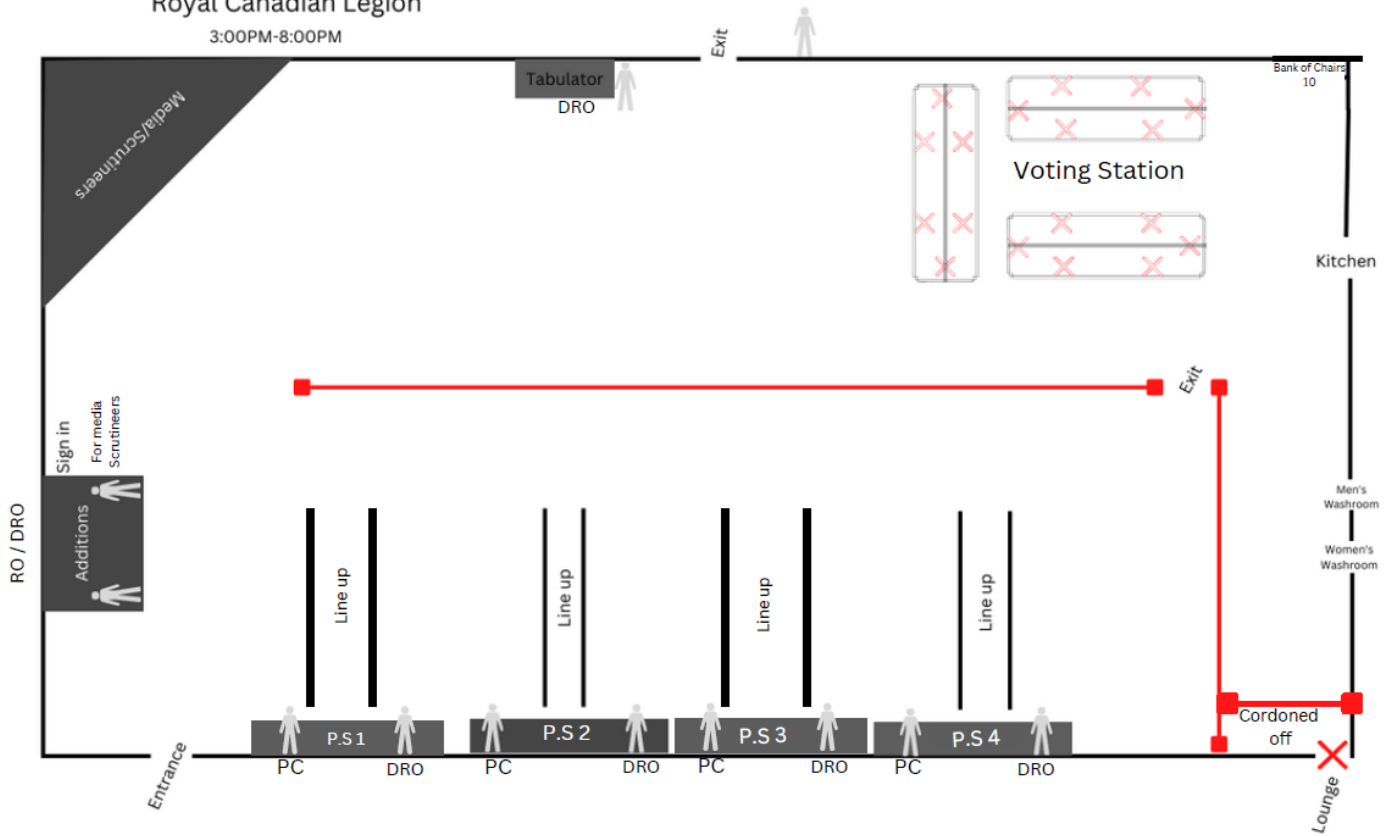
Peanut-Aware Facility

Sketch of the Room:

Wednesday, October 5, 2022

Advance Voting Day
Royal Canadian Legion

3:00PM-8:00PM



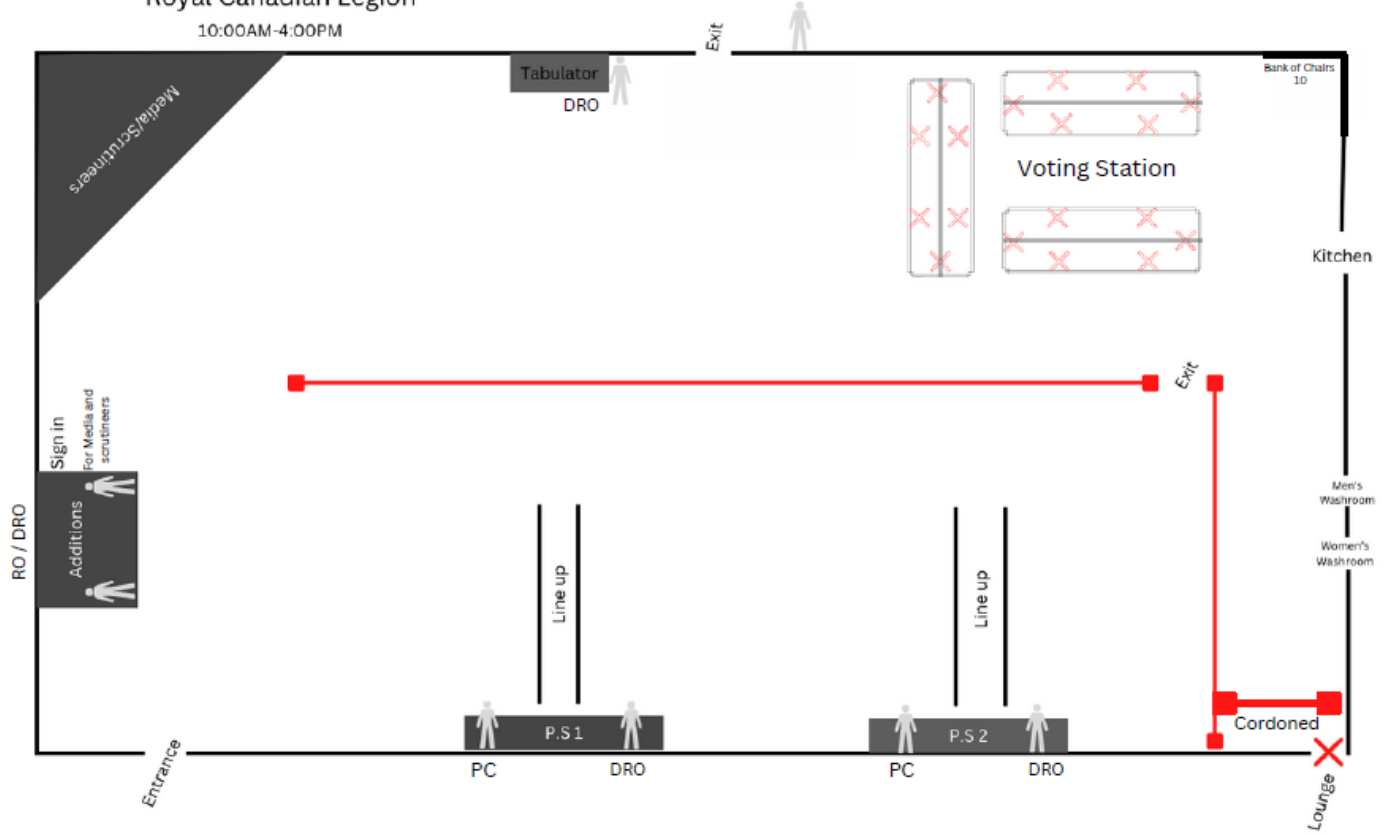
Sketch of the Room:

Saturday, October 8, 2022

Advance Voting Day

Royal Canadian Legion

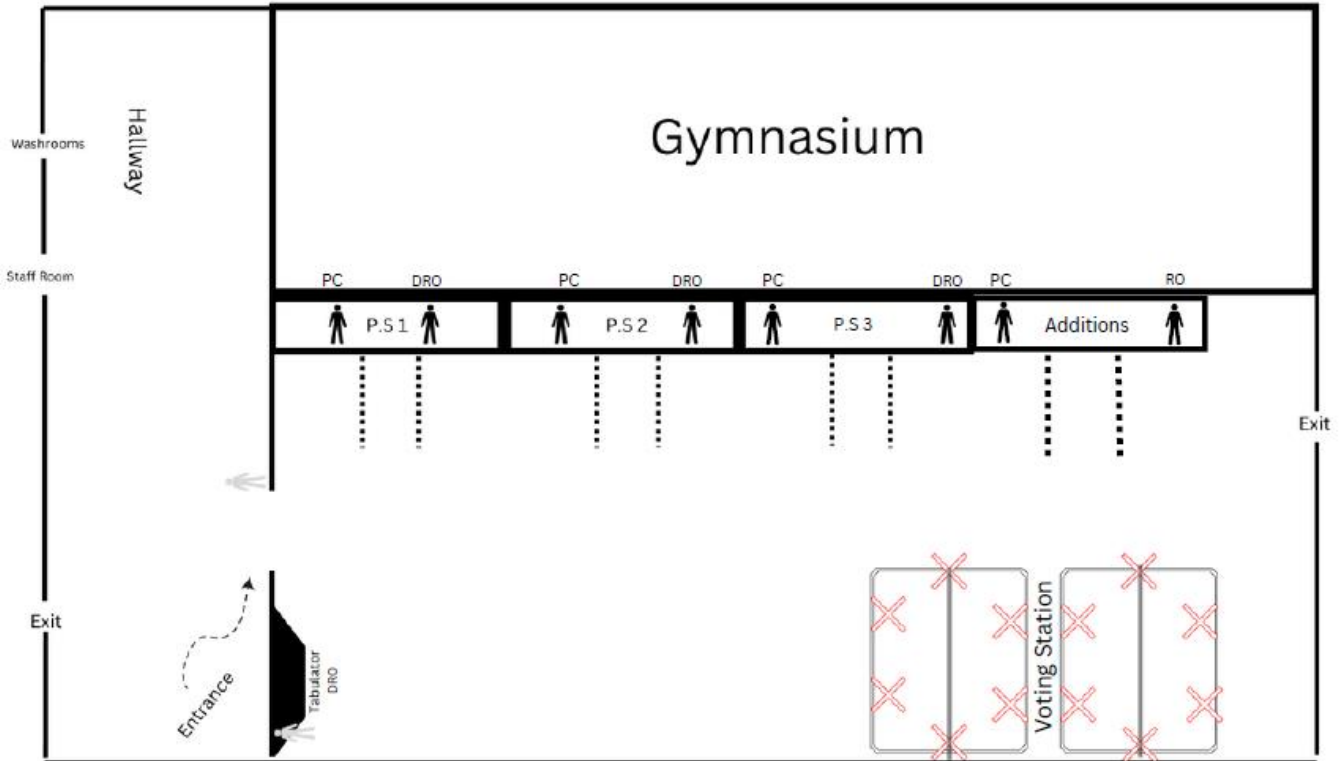
10:00AM-4:00PM



Sketch of the Room:

Tuesday, October 11, 2022

Advance Voting Day
Riverside Community Church
2:00PM - 7:00PM

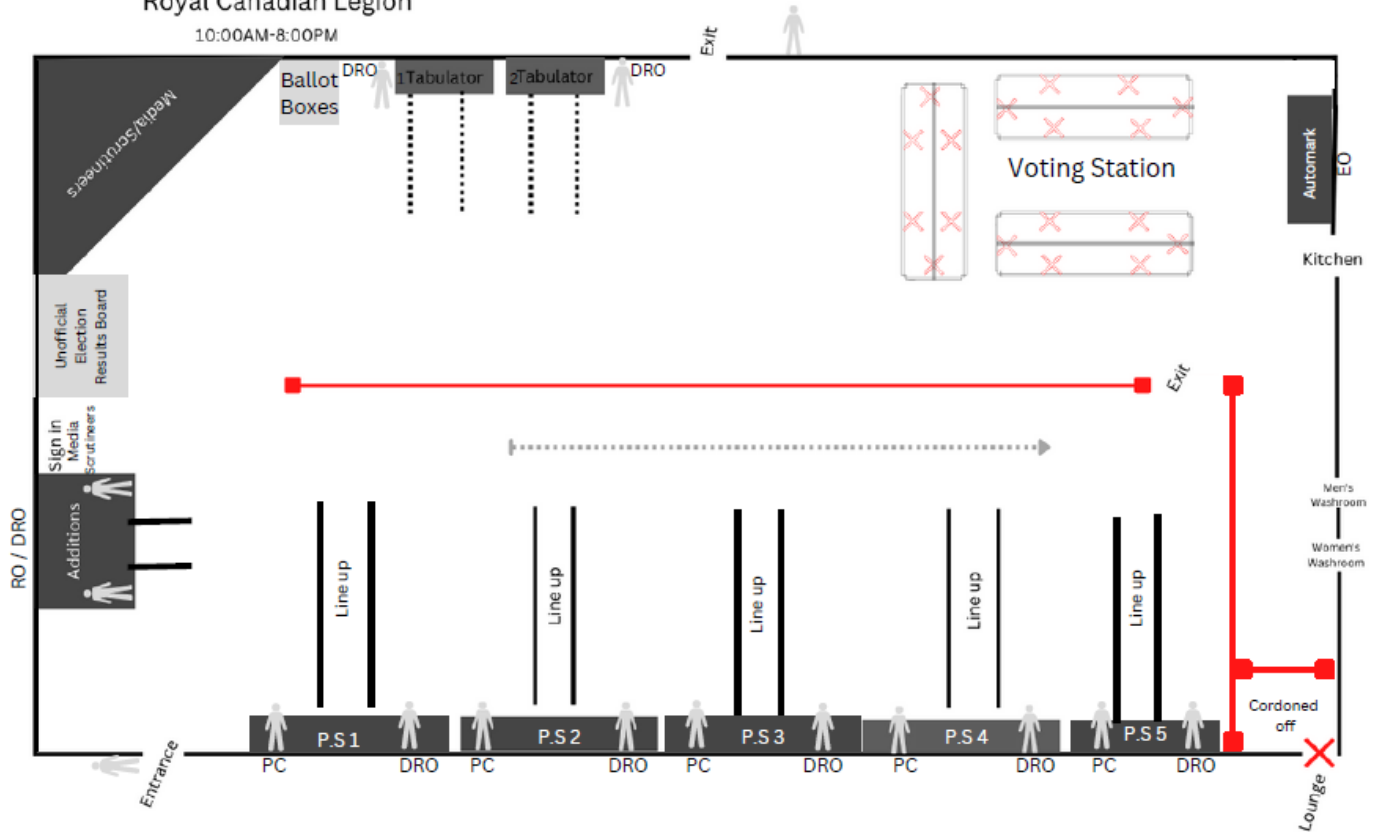


Sketch of the Room:

Monday, October 24, 2022

Voting Day
Royal Canadian Legion

10:00AM-8:00PM





ACCESSIBLE CUSTOMER SERVICE FEEDBACK FORM

The Corporation of the Town of Kirkland Lake welcomes comments on the provision of goods and services to people with disabilities.

Customers can give feedback by using this form, by email, by mail, or verbally.

Instructions:

Please direct your comments to either the Department Manager/Supervisor at the specific department you wish to provide feedback to, or complete the following and submit to the Clerk. Comments will be reviewed by the appropriate staff and you can expect a response within two (2) business days.

Date: _____

Customer Comments:

Customer Contact Information:

Customer Name: _____

Address: _____

Phone: _____ Email: _____

Please drop feedback form at the appropriate department, or send comments to:

Municipal Clerk

Department: _____

Email: clerk@tkl.ca

Phone: 705-567-9361 ext. 238

Fax: 705-567-3535

Corporation of the Town of Kirkland Lake
3 Kirkland Street
PO Box 1757 Kirkland Lake, ON P2N 3P4

Thank you for helping to improve the Town of Kirkland Lake's customer service for persons with disabilities.